

VILLAGE OF NEWBERRY
VILLAGE COUNCIL MEETING
Tuesday, August 20, 2019
Meeting Location: 302 East McMillan Ave
Meeting Time: 6:00 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

1. Village Council – Regular Session – Tuesday, July 16, 2019 at 6:00 p.m.
2. Village Council – Special Session – Wednesday, July 24, 2019 at 4:30 p.m.

6. VILLAGE PRESIDENT ANNOUNCEMENTS

1. None Prescheduled

7. PUBLIC COMMENTS ON AGENDA ITEMS – Prior to consideration of official business, citizens may speak to a subject on today's agenda. Please limit comments to 3 minutes.

1. None Prescheduled

8. SUBMISSION OF BILLS AND FINANCIAL UPDATES

1. Village of Newberry – Resubmit Monthly Bills – June 2019

101	General Fund	\$9,591.68
202	Major Street Fund	\$11.38
203	Local Street Fund	\$69.52
213	Fire Revolving Fund	\$3,975.58
409	TORC	\$205.28
590	Sewage Receiving Fund	\$12,627.24
Total:		\$26,480.68

2. Village of Newberry – Monthly Bills – July 2019

101	General Fund	\$16,269.67
202	Major Street Fund	\$520.86
203	Local Street Fund	\$578.99
213	Fire Revolving Fund	\$1,940.68
418	Atlas Park Fund	\$192.61
590	Sewage Receiving Fund	\$296,674.44
Total:		\$316,177.25

3. Water & Light – Resubmit Monthly Bills – June 2019

582	Electric Fund	\$80,864.48
591	Water Fund	\$6,059.12
Total:		\$86,923.60

4. Water & Light – Monthly Bills – July 2019

582	Electric Fund	\$91,022.17
591	Water Fund	\$4,763.40
Total:		\$95,785.57

5. Treasurer's Report – July 2019

6. Request for Disbursement of Funds – Stormwater / Asset Management / Wastewater (SAW) Grant Program

- a. Request #14 – July 1, 2019 – July 31, 2019 – Total: \$5,856.23
 - i. C2AE Invoice #68437: \$4,737.89
 - ii. C2AE Invoice #68438: \$1,118.34

9. **PETITIONS AND COMMUNICATIONS** – Communications addressed to the Village Council are distributed to all members and are acknowledged for information or are referred to a committee or staff for follow-up.

- 1. Letter from Harold Brown

10. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

- 1. Resolution: Rules of Procedure

11. REPORTS OF BOARDS

- 1. Water & Light Board Meeting Work Session from Tuesday, August 6, 2019
 - a. Ordinance A – Revisions Submitted by WL Board
- 2. Water & Light Board Meeting from Monday, August 13, 2019
- 3. Planning Commission Meeting from Monday, July 29, 2019

12. REPORTS OF VILLAGE OFFICERS & MANAGEMENT – The following may submit reports or information to the Village Council as updates and consideration.

- 1. Fire Chief
- 2. Ordinance Enforcement Officer
- 3. Director of Human Resources & Community Engagement
 - a. FOIA Status Report
- 4. Superintendent of Wastewater Treatment Plant
- 5. Superintendent of Water & Light
- 6. Assistant Village Manager
- 7. Superintendent of Parks & Recreation
- 8. Village Manager

13. REPORTS OF COMMITTEES

No reports scheduled from the following committees for the August 20, 2019 meeting: Finance; Planning Committee; Union Committee; Fire/Police Committee; DPW/ WWTP Committee; Ordinance Committee; Parks and Recreation Committee; and Ad Hoc: 41 Lumber Committee.

- 1. Management Committee
 - a. Village Manager Performance Evaluation
 - b. Code of Conduct for Elected Officials

14. UNFINISHED BUSINESS

- 1. TORC Contractor Award Approval – Kivisto Tree Service, LLC
 - a. Request for Disbursement of Funds – DNR Grant Program
 - i. Request #1 – August 1, 2019 – August 31, 2019 – Total: \$50,518.50
 - 1. Penchura Invoice #19-418-2: \$40,518.50
 - 2. Kivisto Tree Service, LLC Invoice #382: \$10,000

15. NEW BUSINESS

1. Proposal for Water System Asset Management
2. Energy Adjustment Rate: July – December 2019
3. Marihuana Sales Opt-Out/Opt-In Discussion
4. Budget Amendments – Water, Electric, Sewer, General Funds

16. PUBLIC COMMENTS – At the conclusion of the official business and public hearings, the agenda provides for public comment on any other matters citizens may wish to bring to the attention of the Village Council. Please limit comments to 3 minutes.

17. COMMENTS BY COUNCIL MEMBERS

18. ADJOURNMENT - REGULAR SESSION

Newberry Village Council
Regular Meeting Minutes
July 16, 2019
302 East McMillan Ave.
6:00 p.m.

Present: President Stokes, Trustees: Brown, Dishaw, Freese, Hardenbrook, Hendrickson, Hitts.

Absent: None.

Also Present: Assistant Village Manager – Vallad, Ordinance Enforcement Officer – Fossitt, Director of Human Resources & Community Engagement – Watkins, Clerk – Schummer, Treasurer – Medelis, Chuck Pipes, Kip Cameron, Rebecca Handa, Steve Stiffler, Robert Stevens, Sterling McGinn, Michael Schnorr, Dale Duffield, Don Jones, Scott Ouellette, Michael Winn, Barb Bennett, Ken Stokes.

Call to Order: President Stokes called the meeting to order at 6:00 p.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

Approval of Agenda: Moved by Hitts, support by Brown, **CARRIED**, to approve the agenda with the following addition: Add under Petitions and Communications #2 - Letter from Kip Cameron. Add under Reports of Boards #3 – Water & Light Board: End of terms for W&L Board members; Oct. 2019 – request for advertising for letter of interest to fill 3 appointed positions. Add under Reports of Committees – #2 Union Committee: Letter of Agreement for 10 hour days and Work week of 4th of July holiday; shortage of 2 hours work of each employee and #3 - 41 Lumber Ad-hoc Committee - Request for minutes from the 5-23-19; 41 Lumber Committee Meeting, 41 Lumber Building asbestos and Verification of Contractor's workers compensation and liability insurance policies. And under Unfinished Business #2 – Revisions of Ordinance 29 & 36, #3 Co-Committee with W&L for revisions to Ordinance A, #4 Robert Stevens; Moose Tracks in memory of Brian Zimmerman project. Discussion followed. Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Nay: Hitts.

Minutes: Moved by Hendrickson, support by Freese, **CARRIED**, to approve the minutes from the June 18, 2019 Regular Session as written. Ayes: Stokes, Brown, Dishaw, Freese, Hardenbrook, Hendrickson. Abstain: Hitts.

Council members Brown, Dishaw, Hitts as well as the Assistant Village Manager left the meeting at 6:07 p.m.

Village President's Announcements: Written announcement attached.

Public Comments on Agenda Items: Comments heard from: Dale Duffield, Robert Stevens, Chuck Pipes, Don Jones, Scott Ouellette, Charles Medelis, Rebecca Handa, Michael Winn.

Submission of Bills and Financial Updates:

- A.) Village of Newberry – Monthly Bills. Moved by Hendrickson, support by Hardenbrook, **FAILED**, to approve the June 2019 bills, in the amount of \$26,480.68. Discussion followed. Ayes: Freese, Hardenbrook, Hendrickson. Nay: Stokes. Absent: Brown, Dishaw, Hitts.
- B.) Water & Light monthly bills for June 2019: Moved by Hardenbrook, support by Freese, **FAILED**, to accept the recommendation of the W&L Board to pay the June Electric and Water Funds in the total amount of \$86,923.60. Ayes: Freese, Hardenbrook, Hendrickson. Nay: Stokes. Absent: Brown, Dishaw, Hitts.
- 1.) Christmas Lights Fund – as of 06/30/2019 - \$12,493.96. A deposit of \$258.48 was made with funds raised from the metal dumpster, thanks to Mr. Dishaw.
- 2.) Treasurer's Report – June 2019 – The Council accepted the report as presented.
- 3.) Request for Disbursement of Funds – Stormwater/Asset Management/Wastewater (SAW) Grant Program, pay when paid: Moved by Freese, support by Hardenbrook, **CARRIED**, to pay Request #13 – May 1, 2019 to June 30, 2019 – Total: \$87,872.86. C2AE invoice #68144: \$4,332.13, C2AE invoice #68145: \$3,518.08, C2AE invoice #68281: \$6,313.03, C2AE invoice #68282: \$7,079.36,

Great Lakes TV Seal, Inc, invoice #19507: \$63,354.33, Village Staff Labor: \$3,275.93. Ayes: All.
Absent: Brown, Dishaw, Hitts.

Petitions and Communications:

- 1.) Letter from Harold Dishaw
- 2.) Letter from Kip Cameron, discussion followed.

Introduction and Adoption of Ordinances and Resolutions: None.

Reports of Boards:

- 1.) Water & Light Board Meeting from Tuesday, July 15, 2019: Minutes provided.
 - a.) End of terms for W&L Board members; Oct. 2019 – request for advertising for letters of interest to fill 3 appointed positions.
- 2.) Planning Commission Meeting: Minutes provided from June 24, 2019 meeting.

Reports of Village Officers and Management:

- A.) Fire Chief: Fire Chief Wendt submitted a written report.
- B.) Ordinance Enforcement Officer: Fossitt gave a verbal and written report.
- C.) Director of Human Resources & Community Engagement: Watkins gave a verbal report.
 - a. FOIA Status Report
- D.) Superintendent of Wastewater Treatment Plant: Blakely submitted a written report.
- E.) Superintendent of Water & Light: Joe Lively – Working Foreman, submitted a written report.
- F.) Assistant Village Manager: Vallad submitted a written report along with charts.
- G.) Superintendent of Parks and Recreation: James-Mesloh submitted a written report.
- H.) Village Manager: James-Mesloh submitted a written report.

Committee Reports:

- 1.) Save the Bells Committee: Sterling McGinn gave an update on the project.
- 2.) Union Committee: Freese will reach out to the chair to have a meeting.
 - a.) Letter of Agreement for 10 hour days. Watkins will forward the request.
 - b.) Work week of 4th of July holiday; shortage of 2 hours work of each employee. Watkins stated the employees were given a 10-hour holiday, they are currently working 4-10 hour days.
- 3.) 41 Lumber Committee:
 - a.) Request for minutes from the 5-23-19; 41 Lumber Committee Meeting.
 - b.) 41 Lumber building asbestos.
 - c.) Verification of Contractor's workers compensation insurance and liability insurance policy.

Unfinished Business:

- 1.) Ethics Policy: Moved by Hardenbrook, support by Hendrickson, **CARRIED**, to direct Councilperson Freese to start a draft on the Ethics Policy. Ayes: All. Absent: Brown, Dishaw, Hitts.
- 2.) Revisions of Ordinances 29 & 36. Discussion held.
- 3.) Co-Committee with W&L for revisions to Ordinance A. Discussion held.
- 4.) Robert Stevens; Moose tracks in memory of Brian Zimmerman project. Stevens gave a brief description of the project.

New Business:

- 1.) TORC Contractor Award Approval: Moved by Hendrickson, support by Hardenbrook, **FAILED**, to approve the lowest bidder, at \$92,436.25, Kivisto Tree Service, LLC, to perform the work for the final stage of the TORC project. Ayes: Freese, Hardenbrook, Hendrickson. Nays: Stokes. Absent: Brown, Dishaw, Hitts.
- 2.) Redevelopment Ready Communities (RRC) – Public Participation Plan. Moved by Hardenbrook, support by Freese, **CARRIED**, to approve the Public Participation Plan as presented. Ayes: All. Absent: Brown, Dishaw, Hitts.

Public Comment: Comment heard from: Chuck Pipes, Mike Schnorr, Kip Cameron, Michael Winn, Don Jones, Barb Bennett, Steve Stiffler, Rebecca Handa, Scott Ouellette.

Comments by Council Members: Comment heard from Hardenbrook, Freese and Stokes.

Adjourn Meeting: Moved by Hardenbrook, support by Hendrickson, **CARRIED**, to adjourn the meeting at 8:22 p.m. Ayes: All. Absent: Brown, Dishaw, Hitts.

These minutes are unofficial until voted on at the next meeting.

Terese Schummer, Clerk

Lori A. Stokes, Village President

Newberry Village Council
Special Session - Regarding Rules of Procedure for Village Council Meetings
July 24, 2019
302 East McMillan Ave.
4:30 p.m.

Present: Stokes, Dishaw, Freese, Hardenbrook, Hendrickson.

Absent: Hitts, Brown.

Also Present: Assistant Village Manager – Vallad, Director of Human Resources & Community Engagement – Watkins, Ordinance Enforcement Officer – Fossitt, Clerk – Schummer, Treasurer – Medelis, Rebecca Handa, Steve Stiffler, Carol Stiffler, Casey Cook, Kip Cameron, Chuck Pipes, Robert Stevens, Scott Ouellette, Don Jones.

Call to Order: President Stokes called the meeting to order at 4:30 p.m. at the Village of Newberry Administration Building. The Pledge of Allegiance was recited.

Approval of Agenda: Moved by Hendrickson, support by Hardenbrook, CARRIED, to approve the agenda as presented. Ayes: All. Absent: Brown, Hitts.

Brown arrives at 4:34.

Approval of Minutes: July 16, 2019, Regular Session meeting minutes approval tabled until next regular meeting.

Village President Announcements: Stokes stated that she did not call this special session and did not make the agenda. Dishaw, Hardenbrook and Hendrickson called the meeting.

Public Comments: Comments heard from: Kip Cameron, Don Jones, Chuck Pipes, Terese Schummer, Charles Medelis, Scott Ouellette.

New Business: Rules of Procedure for Village Council Meetings: Discussion regarding meeting procedure followed. Dishaw presented a list of meeting rules he would like to see adopted for future meetings. Also presented was the *Village Council Rules of Procedure* document that the Management Committee drew-up and presented to the Village Attorney for his approval.

Hardenbrook leaves at 5:10 p.m.

It was decided to have the Management Committee meet, to work on merging the two documents, and then have the Council take action on it at the next regular meeting.

Adjourn Meeting: Moved by Brown, support by Hendrickson, CARRIED, to adjourn the meeting at 5:16 p.m. Ayes: All. Absent: Hardenbrook, Hitts.

These minutes are unofficial until voted on at the next meeting.

Terese Schummer, Clerk

Lori A. Stokes, Village President

**VILLAGE OF NEWBERRY
VILLAGE PAYABLES
JUNE 2019**

GL Number	Vendor	Invoice Line Desc	Invoice Description	Amount
Fund 101 General Fund				
Dept 172 VILLAGE MANAGER				
101-172-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	8.05
101-172-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	6.58
101-172-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	6.94
101-172-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	10.68
Total For Dept 172 VILLAGE MANAGER				32.25
Dept 201 ADMINISTRATIVE				
101-201-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	12.38
101-201-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	DEKS ORGANIZER	12.49
101-201-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.87
101-201-752.000	SNYDERS DRUG STORE	OFFICE SUPPLIES	FLASH DRIVE - BACK UP 2018 BSA	49.97
101-201-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	LAPTOP CASE	10.99
101-201-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	TELEPHONE DETANGLER	16.98
101-201-752.000	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	OPERATING SUPPLIES	8.12
101-201-801.000	REVIZE LLC	PROFESSIONAL & CONTRACTUAL	WEBSITE/CMS ANNUAL TECH SUPPORT/UPDATES	300.00
101-201-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	OFFICE CLEANING	100.00
101-201-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	COPIER LEASE - 1544229	96.49
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	36.03
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.36
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	27.75
101-201-850.000	VERIZON	FAX	FAX	11.26
101-201-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCT 00042108-7	23.75
101-201-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	27.50
101-201-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	25.50
101-201-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	MINUTES/HEARING/FLUSHING	753.00
Total For Dept 201 ADMINISTRATIVE				1,543.44
Dept 223 AUDIT & LEGAL EXPENSE				
101-223-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	LEGAL ADVICE	175.11
101-223-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	LEGAL ADVICE	152.62
Total For Dept 223 AUDIT & LEGAL EXPENSE				327.73
Dept 230 ORDINANCE OFFICER				
101-230-801.200	LUCE COUNTY 92ND DISTRICT COURT	LEGAL FEES	FILING FEE FOR RAYMOND SIDEWALK	30.00
101-230-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	42.73
Total For Dept 230 ORDINANCE OFFICER				72.73
Dept 253 TREASURER				
101-253-801.000	LUCE COUNTY TREASURER	PROFESSIONAL & CONTRACTUAL	TREASURER BSA TRAINING	200.00
101-253-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	27.75
101-253-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE FOR TAX BILLS	440.00
101-253-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	PUBLIC HEARING NOTIFICATION	144.00
101-253-900.000	NATIONAL OFFICE PRODUCTS	PUBLISHING & PRINTING	PRINTING & ENVELOPES FOR TAX BILLS	214.89
Total For Dept 253 TREASURER				1,026.64
Dept 265 BUILDING & GROUNDS				
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS	15.25
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS	79.43
Total For Dept 265 BUILDING & GROUNDS				94.68
Dept 301 POLICE DEPARTMENT				
101-301-709.000	INTERNAL REVENUE SERVICE	EMPLOYER'S FICA & MEDICARE	WITHHOLDING TAX	298.98
101-301-719.000	44 NORTH	POLICE HOSPITALIZATION	COBRA RETIREES	3.45
101-301-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	26.29
Total For Dept 301 POLICE DEPARTMENT				328.72
Dept 441 PUBLIC WORKS				
101-441-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	14.23
101-441-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	13.31
101-441-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.37
101-441-850.000	ATT U.VERSE	TELEPHONE	UVERSE DPW	41.58
101-441-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	HELP WANTED AD	30.00
Total For Dept 441 PUBLIC WORKS				120.49
Dept 524 MOTOR POOL				
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	TIP CLNR	4.90
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	CONNECTORS	10.79
101-524-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	NUTS	4.14
101-524-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - PUBLIC WORKS	GAS/FUEL	686.11
101-524-932.000	MIDWAY RENTALS & SALES	VEHICLE REPAIR & MAINTENANCE	SENSOR ARM	40.68
101-524-932.000	BURBACH SALES & SERVICE	VEHICLE REPAIRS & MAINTENANCE	7.50-16 TUBE FORD TRACTOR	15.76
101-524-932.000	NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIR & MAINTENANCE	HYD HOSE	54.60
101-524-932.000	NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIR & MAINTENANCE	HYD HOSE	39.12
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	1/2 HEAT SHRINKS	5.09
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	PITMAN ARM	16.46
Total For Dept 524 MOTOR POOL				877.65

Dept 525 STORM SEWER				
101-525-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	MISSDIGS	2.01
			Total For Dept 525 STORM SEWER	2.01
Dept 528 RUBBISH				
101-528-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - GARBAGE	GAS/FUEL	78.55
101-528-801.100	WASTE MANAGEMENT	PROF & CONTR SERVICES-RESIDENT	RUBBISH DISPOSAL	2,934.06
101-528-825.000	GFL ENVIRONMENTAL	SPRING CLEANUP	COMMUNITY SRPING CLEAN UP DUMPSTERS	1,964.20
101-528-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE	103.73
101-528-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB BILLING	84.80
			Total For Dept 528 RUBBISH	5,165.34
			Total For Fund 101 General Fund	9,591.68
Fund 202 Major Street Fund				
Dept 463 ROUTINE MAINTENANCE				
202-463-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	11.38
			Total For Dept 463 ROUTINE MAINTENANCE	11.38
			Total For Fund 202 Major Street Fund	11.38
Fund 203 Local Street Fund				
Dept 463 ROUTINE MAINTENANCE				
203-463-726.000	STANDARD, THE	LIFE INSURANCE	INSURANCE	69.52
			Total For Dept 463 ROUTINE MAINTENANCE	69.52
			Total For Fund 203 Local Street Fund	69.52
Fund 213 Fire Revolving Fund				
Dept 336 FIRE				
213-336-752.000	SNYDERS DRUG STORE	OFFICE SUPPLIES	RETURN OF MONEY RECEIPT BOOKS	(3.98)
213-336-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	COMPUTER INK	231.34
213-336-752.100	AMAZON CAPITAL SERVICES	FLAGS	STATE FLAG/FIRE FLAG/PAINT	28.64
213-336-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	FLAGS	12.20
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	4" STRINGER WHEEL	11.82
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	WHITE CABLE	17.57
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	WHITE CABLE	5.19
213-336-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	WHITE CABLE	5.19
213-336-752.100	TAHUQUAMENON AREA CREDIT UNION	OPERATING SUPPLIES	FIRE DEPT JULY 4TH ITEMS FOR KIDS - GRANT FUNDED PROJECT	1,890.52
213-336-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - FIRE	GAS/FUEL	185.93
213-336-776.000	AMAZON CAPITAL SERVICES	PAINT	STATE FLAG/FIRE FLAG/PAINT	15.78
213-336-776.000	FOSTER HARDWARE	SUPPLIES-BUILDING MAINTENANCE	PAINT/BRUSH	45.97
213-336-776.000	D & D HOME CENTER	SUPPLIES-BUILDING MAINTENANCE	DOOR REPAIR SIGN PAINTING	16.85
213-336-776.000	D & D HOME CENTER	SUPPLIES-BUILDING MAINTENANCE	SIGN PAINTING SUPPLIES	28.26
213-336-776.000	FOSTER HARDWARE	RETURN ON INV. 205252	VOCOILENM	22.00
213-336-801.000	PAUL GABERDIEL	PROFESSIONAL & CONTRACTUAL	FIRE TRAINING - RECIEVED MONEY FROM STATE ALREADY	1,210.00
213-336-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	26.66
213-336-850.000	ATT U.VERSE	FAX	FAX	41.58
213-336-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS 900.500	121.77
213-336-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	BOLT/LOC/WASHER	0.64
213-336-932.000	NEWBERRY MOTORS INC	VEHICLE REPAIRS & MAINTENANCE	OIL CHANGE ON 2012 F350 SUPER	61.65
			Total For Dept 336 FIRE	3,975.58
			Total For Fund 213 Fire Revolving Fund	3,975.58

Fund 409 TORC
Dept 757 TORC
409-757-752.100

TAHQUAMENON AREA CREDIT UNION

OPERATING SUPPLIES

TORC SIGNS
Total For Dept 757 TORC

205.28
205.28

Total For Fund 409 TORC

205.28

Fund 590 Sewage Receiving Fund
Dept 537 SEWER SYSTEM

590-537-719.000 44 NORTH
590-537-726.000 STANDARD, THE
590-537-752.000 NATIONAL OFFICE PRODUCTS
590-537-752.100 HAWKINS INC
590-537-752.100 MAC'S MARKET INC
590-537-752.100 FOSTER HARDWARE
590-537-753.000 AMAZON CAPITAL SERVICES
590-537-759.000 WEX BANK - SPEEDWAY UNIVERSAL
590-537-767.000 AMAZON CAPITAL SERVICES
590-537-776.000 D & D HOME CENTER
590-537-776.000 FOSTER HARDWARE
590-537-776.000 D & D HOME CENTER
590-537-776.000 MICHIGAN STEAM
590-537-801.000 REVIZE LLC
590-537-801.000 STANDARD ELECTRIC COMPANY
590-537-801.000 RANGE TELECOMMUNICATIONS
590-537-801.000 JOHNSON CONTROLS
590-537-801.200 SONDEE, RACINE & DOREN PLC
590-537-801.200 YOUNG, GRAHAM & WENDLING, P.C.
590-537-804.000 US BANK EQUIP FINANCE
590-537-850.000 AT&T
590-537-850.000 VERIZON
590-537-850.000 VERIZON
590-537-850.000 VERIZON
590-537-850.000 HTC-HIAWATHA TELEPHONE CO
590-537-850.000 ATT U-VERSE
590-537-851.000 ARISTA INFORMATION SYSTEMS INC
590-537-851.000 TAHQUAMENON AREA CREDIT UNION
590-537-900.000 ARISTA INFORMATION SYSTEMS INC
590-537-917.000 MAC'S MARKET INC
590-537-917.100 U S A BLUE BOOK
590-537-921.000 SEMCOENERGY GAS COMPANY
590-537-929.000 TAHQUAMENON AREA CREDIT UNION
590-537-929.000 AMAZON CAPITAL SERVICES
590-537-975.000 C2AE ARCHITECTURE ENGINEERING
590-537-975.000 C2AE ARCHITECTURE ENGINEERING
590-537-975.000 I.T. RIGHT

HOSPITALIZATION
LIFE INSURANCE
OFFICE SUPPLIES
OPERATING SUPPLIES
OPERATING SUPPLIES
OPERATING SUPPLIES
TOOLS & EQUIP (UNDER THRES)
GAS, OIL & GREASE - WWTP
UNIFORMS
SUPPLIES - BUILDING MAINTENANCE
SUPPLIES - BUILDING MAINTENANCE
SUPPLIES - BUILDING MAINTENANCE
SUPPLIES - BUILDING MAINTENANCE
PROFESSIONAL & CONTRACTUAL
PROFESSIONAL & CONTRACTUAL
PROFESSIONAL & CONTRACTUAL
PROFESSIONAL & CONTRACTUAL
LEGAL
LEGAL
LEASE EXPENSE
TELEPHONE
TELEPHONE
TELEPHONE
FAX
JAMADOTS INTERNET
TELEPHONE
POSTAGE
POSTAGE
PUBLISHING & PRINTING
TREATMENT COSTS
LAB SUPPLIES
HEAT
REPAIRS & MAINTENANCE
REPAIRS & MAINTENANCE
CONSTRUCTION - SAW GRANT
CONSTRUCTION - SAW GRANT
CONSTRUCTION - SAW GRANT

COBRA RETIREES
INSURANCE
PAPER
AZONE 15/SODIUM BISULFITE
TOILET PAPER/FOIL
INSECT REPEL CUTTER/ FLYING INSECT KILLER
LIQUID PROPANE MAKER BURNER
GAS/FUEL
UNIFORMS-CLOTHING
INSULATION/NAILS
URINAL SCREEN
SANDPAPER KILZ
BOWL CLEANER
WEBSITE AND CMS ANNUAL TECH SUPPORT AND UPDATES
PREVENTATIVE MAINTENANCE ON A ONAN 275KW GENERATOR
MISSDIGS
CHECK ON BOILER
LEGAL ADVICE
LEGAL ADVICE
COPIER LEASE - 1544229
TELEPHONE
ACCOUNT NUMBER 942077532-00003
ACCOUNT NUMBER 942077532-00002
FAX
ACCT 00042108-7
UVERSE
UB POSTAGE
U.P.S. POSTAGE
UB BILLING
DISTILLED WATER
TNT LOW RANGE PHOSPHORUS
NATURAL GAS 994.500
BUYAPUMP - ORINGS/SHIMS
CAST IRON REPLACEMENT COUPLER
INVENTORY/GIS DATABASE/METERING/MODELING
INVENTORY/GIS DATABASE
MONITOR CABLE
Total For Dept 537 SEWER SYSTEM

3.45
34.94
9.88
491.61
10.78
13.98
64.01
86.53
59.64
18.35
19.99
22.21
244.32
300.00
827.52
6.02
505.64
1,319.61
152.62
96.49
88.50
73.37
74.77
11.26
23.75
41.59
149.11
27.50
121.90
22.00
260.81
266.84
68.00
43.31
6,511.02
544.92
11.00
12,627.24

Total For Fund 590 Sewage Receiving Fund

12,627.24

Fund Totals:

Fund 101 General Fund
Fund 202 Major Street Fund
Fund 203 Local Street Fund
Fund 213 Fire Revolving Fund
Fund 409 TORC
Fund 590 Sewage Receiving Fund

9,591.68
11.38
69.52
3,975.58
205.28
12,627.24

Total For All Funds:

26,480.68

**VILLAGE OF NEWBERRY
VILLAGE PAYABLES
JULY 2019**

GL Number	Vendor	Invoice Line Desc	Invoice Description	Amount
Fund 101 General Fund				
Dept 101 VILLAGE COUNCIL				
101-101-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	MML WORKERS COMP FUND	12.45
			Total For Dept 101 VILLAGE COUNCIL	12.45
Dept 171 VILLAGE PRESIDENT				
101-171-725.000	MML WORKERS' COMP FUND	WORKMENS' COMPENSATION	MML WORKERS COMP FUND	1.99
			Total For Dept 171 VILLAGE PRESIDENT	1.99
Dept 172 VILLAGE MANAGER				
101-172-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	8.05
101-172-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	6.58
101-172-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	10.78
101-172-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	7.04
			Total For Dept 172 VILLAGE MANAGER	32.45
Dept 201 ADMINISTRATIVE				
101-201-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND	251.44
101-201-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	12.38
101-201-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	PHONE CASES/ PINESOL	93.41
101-201-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	PULL THRU PAPER TOWELS	40.09
101-201-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	TRASH BAGS/TOILET PAPER	64.05
101-201-752.200	I.T. RIGHT	IT SOFTWARE	EMAIL ADDRESS/MICROSOFT SUITES	2,304.00
101-201-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	CLEANING SERVICES	100.00
101-201-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	COPIER LEASE - 1544229	140.00
101-201-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	COPIER LEASE - 1544229	115.17
101-201-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001	11.43
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	64.69
101-201-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	63.51
101-201-850.000	HTC-HIAWATHA TELEPHONE CO	TELEPHONE	INTERNET	95.00
101-201-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	MINUTES/SEASONAL HELP/ CLEANUP/ REPORT	567.00
101-201-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	SEPTIC HAULER SLIPS/ WL DAILY SHEETS/ MINUTES	441.00
101-201-913.000	WATKINS, ALISON	TRAVEL	BSA TRAINING	26.00
101-201-913.000	WATKINS, ALISON	TRAVEL	BSA TRAINING	10.60
101-201-913.000	NEEME, SAMANTHA	TRAVEL	BSA TRAINING	2.12
			Total For Dept 201 ADMINISTRATIVE	4,401.89
Dept 215 CLERK				
101-215-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND	1.99
			Total For Dept 215 CLERK	1.99
Dept 223 AUDIT & LEGAL EXPENSE				
101-223-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	LEGAL COUNCIL	284.70
101-223-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	INTERVIEWS/TRAVEL	457.88
101-223-801.200	LEE HORNBERGER	LEGAL	ARBITRATION SERVICES	76.25
			Total For Dept 223 AUDIT & LEGAL EXPENSE	818.83
Dept 230 ORDINANCE OFFICER				
101-230-752.100	TAHQUAMENON AREA CREDIT UNION	OPERATING SUPPLIES	POST CARDS	9.75
101-230-801.200	CHAD PELTIER ATTORNEY AT LAW	LEGAL FEES	CODE ENFORCEMENT	414.70
			Total For Dept 230 ORDINANCE OFFICER	424.45
Dept 253 TREASURER				
101-253-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND	1.99
101-253-752.200	I.T. RIGHT	IT SOFTWARE	EMAIL ADDRESS/MICROSOFT SUITES	240.00
101-253-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	28.15
			Total For Dept 253 TREASURER	270.14
Dept 265 BUILDING & GROUNDS				
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS	12.50
101-265-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS	14.37
101-265-929.000	BASS INDUSTRIES INC.	REPAIRS & MAINTENANCE	REPLACE DAMAGED SIGNAGE FROM WINTER	1,533.00
			Total For Dept 265 BUILDING & GROUNDS	1,559.87
Dept 301 POLICE DEPARTMENT				
101-301-719.000	44 NORTH	POLICE HOSPITALIZATION	COBRA RETIREES	3.45
101-301-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	25.29
			Total For Dept 301 POLICE DEPARTMENT	29.74
Dept 441 PUBLIC WORKS				
101-441-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND	115.51
101-441-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	14.23
101-441-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	TABLE GRADE COW GRAIN DRIVER KEYST THB	53.76
101-441-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	PULL THRU PAPER TOWELS	40.09
101-441-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	GLOVES COW GRAIN	47.04
101-441-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	TRIMMER LINE	32.59
101-441-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	DOLLIES / PRESSURE WASHER NOZZLE	39.98
101-441-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	CONNECTORS	19.99
101-441-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	TEFLON TAPE	8.80
101-441-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	USS BOLT/LOCK NUT	3.48
101-441-752.200	I.T. RIGHT	IT SOFTWARE	EMAIL ADDRESS/MICROSOFT SUITES	336.00
101-441-801.000	LMAS HEALTH DEPT	PROFESSIONAL & CONTRACTUAL	CDL EXAM	150.00
101-441-801.000	HELEN NEWBERRY JOY HOSPITAL	PROFESSIONAL & CONTRACTUAL	PRE-EMPLOY	516.50
101-441-801.000	UPPER PENINSULA IMAGING PC	PROFESSIONAL & CONTRACTUAL	PRE-EMPLOY	105.00
101-441-801.000	FIRST ADVANTAGE LNS OCC HEALTH	PROFESSIONAL & CONTRACTUAL	DRUG TEST	42.00
101-441-801.000	HELEN NEWBERRY JOY HOSPITAL	PROFESSIONAL & CONTRACTUAL	PRE-EMPLOYMENT	201.00
101-441-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.57
101-441-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	14.08
101-441-850.000	ATT U.VERSE	TELEPHONE	UVERSE DPW	41.58
101-441-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	MINUTES/SEASONAL HELP/ CLEANUP/ REPORT	60.00
			Total For Dept 441 PUBLIC WORKS	1,863.20

Dept 524 MOTOR POOL

101-524-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND	282.81
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	COUPLER/QUICK	11.36
101-524-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	OIL FILTER	8.08
101-524-752.100	TAHQUAMENON AREA CREDIT UNION	OPERATING SUPPLIES	CUTTING EDGE PARTS - BLADE	147.60
101-524-753.000	LYNN AUTO PARTS INC.	TOOLS & EQUIP(UNDER CAP. THRE)	PUNCH	7.29
101-524-759.000	DANNY'S AUTO VALUE INC	GAS OIL & GREASE	DEXRON/MERCON	12.99
101-524-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - PUBLIC WORKS	GAS/FUEL	531.90
101-524-759.000	DANNY'S AUTO VALUE INC	GAS OIL & GREASE	5 GAL HYD OIL	59.98
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	OIL FILTER	10.23
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	BRAKE CLEANER	19.90
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	BRAKE CLEANER	95.52
101-524-932.000	AMAZON CAPITAL SERVICES	VEHICLE REPAIRS & MAINTENANCE	FORD TRACTOR FUEL CAP	14.94
101-524-932.000	NEALS AUTOMOTIVE PARTS INC	VEHICLE REPAIRS & MAINTENANCE	DRIVE TIRES 4	800.00
101-524-932.000	LYNN AUTO PARTS INC.	VEHICLE REPAIRS & MAINTENANCE	TUBING RETURNED	(22.49)
101-524-932.000	LYNN AUTO PARTS INC.	VEHICLE REPAIRS & MAINTENANCE	HS/TUBE, TUBING	27.48
101-524-932.000	LYNN AUTO PARTS INC.	VEHICLE REPAIRS & MAINTENANCE	12 GA CONNECTOR	14.23
101-524-932.000	TAHQUAMENON AREA CREDIT UNION	VEHICLE REPAIRS & MAINTENANCE	TIRE RIM	599.00
101-524-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	INLINE FUSE	5.82
			Total For Dept 524 MOTOR POOL	2,626.64

Dept 525 STORM SEWER

101-525-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	JULY MISS DIGS	4.61
			Total For Dept 525 STORM SEWER	4.61

Dept 528 RUBBISH

101-528-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND	258.91
101-528-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - GARBAGE	GAS/FUEL	93.43
101-528-801.100	NORTHERN CREDIT BUREAU	PROFESSIONAL & CONTRACTUAL	ACCT 10005007	2.85
101-528-801.100	WASTE MANAGEMENT	PROFESSIONAL & CONTRACTUAL	RUBBISH DISPOSAL	2,795.02
101-528-825.000	GFL ENVIRONMENTAL	SPRING CLEANUP	SPRING CLEAN UP	563.40
101-528-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE	101.01
101-528-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB BILLING	96.80
101-528-950.000	HIAWATHA SHORES R&D	RECYCLE BINS	RECYCLING BINS	310.00
			Total For Dept 528 RUBBISH	4,221.42

Total For Fund 101 General Fund **16,269.67**

Fund 202 Major Street Fund

Dept 463 ROUTINE MAINTENANCE

202-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	MML WORKERS COMP FUND	501.88
202-463-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	11.38
202-463-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	WHITE DOT-C2 REFLECTIVE TAPE	7.60
			Total For Dept 463 ROUTINE MAINTENANCE	520.86

Total For Fund 202 Major Street Fund **520.86**

Fund 203 Local Street Fund

Dept 463 ROUTINE MAINTENANCE

203-463-725.000	MML WORKERS' COMP FUND	WORKERS COMPENSATION	MML WORKERS COMP FUND	501.88
203-463-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	69.52
203-463-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	WHITE DOT-C2 REFLECTIVE TAPE	7.59
			Total For Dept 463 ROUTINE MAINTENANCE	578.99

Total For Fund 203 Local Street Fund **578.99**

Fund 213 Fire Revolving Fund

Dept 336 FIRE

213-336-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND	1,031.65
213-336-752.000	DANNY'S AUTO VALUE INC	OFFICE SUPPLIES	FLOOR DRY	75.92
213-336-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	FISH TAPE	44.97
213-336-752.200	SNYDERS DRUG STORE	FIRE SUPPLIES	BATTERIES	19.53
213-336-752.200	SNYDERS DRUG STORE	FIRE SUPPLIES	BATTERIES	16.99
213-336-752.200	DANNY'S AUTO VALUE INC	FIRE SUPPLIES	TRU-FUEL	6.89
213-336-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - FIRE	GAS/FUEL	378.39
213-336-776.000	D & D HOME CENTER	SUPPLIES-BUILDING MAINTENANCE	4X8 LUMBER AND OUTLET COVERS	18.46
213-336-776.000	FOSTER HARDWARE	SUPPLIES-BUILDING MAINTENANCE	HOOK TOOL SCREW IN BULK	5.37
213-336-776.000	SNYDERS DRUG STORE	SUPPLIES-BUILDING MAINTENANCE	HAND SOAP	6.99
213-336-776.000	SNYDERS DRUG STORE	SUPPLIES-BUILDING MAINTENANCE	REUTRN OF SOAP	(5.99)
213-336-776.000	FOSTER'S ACE HARDWARE	SUPPLIES-BUILDING MAINTENANCE	PP1 HGLS I/E NEUT QT	19.99
213-336-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	27.06
213-336-850.000	ATT U.VERSE	TELEPHONE	UVERSE FIRE HALL	41.58
213-336-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS 900.500	12.88
213-336-933.000	I.T. RIGHT	IT SOFTWARE	EMAIL ADDRESS/MICROSOFT SUITES	240.00
			Total For Dept 336 FIRE	1,940.68

Total For Fund 213 Fire Revolving Fund **1,940.68**

Fund 418 Atlas Park Fund

Dept 758 ATLAS PARK

418-758-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	PARKING SIGNS	18.95
418-758-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	PARKING SIGNS	18.99
418-758-929.000	D & D HOME CENTER	REPAIRS & MAINTENANCE	REDI MIX ATLAS PARK	57.90
418-758-929.000	D & D HOME CENTER	REPAIRS & MAINTENANCE	2X4, SCREWS	55.81
418-758-929.000	D & D HOME CENTER	REPAIRS & MAINTENANCE	2X4, WIRE MESH	40.96
			Total For Dept 758 ATLAS PARK	192.61

Total For Fund 418 Atlas Park Fund **192.61**

Fund 590 Sewage Receiving Fund
Dept 537 SEWER SYSTEM

590-537-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	3.45
590-537-725.000	MML WORKERS' COMP FUND	WORKMANS' COMPENSATION	MML WORKERS COMP FUND	651.25
590-537-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	34.94
590-537-752.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	INK CARTRIDGES	102.98
590-537-752.200	I.T. RIGHT	IT SOFTWARE	EMAIL ADDRESS/MICROSOFT SUITES	144.00
590-537-753.000	FOSTER HARDWARE	TOOLS & EQUIP (UNDER THRES)	RATCHETING PVC CTTR	16.99
590-537-753.000	AMAZON CAPITAL SERVICES	TOOLS & EQUIP (UNDER THRES)	PIPE WRENCH	79.98
590-537-753.000	AMAZON CAPITAL SERVICES	TOOLS & EQUIP (UNDER THRES)	IMPACT WRENCH/ KNEE PADS	274.94
590-537-753.000	AMAZON CAPITAL SERVICES	TOOLS & EQUIP (UNDER THRES)	FLAG POLE ROPE	24.00
590-537-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS, OIL & GREASE - WWTP	GAS/FUEL	12.27
590-537-776.000	D & D HOME CENTER	SUPPLIES - BUILDING MAINTENANCE	GFI OUTLET PLUGS	29.28
590-537-776.000	FOSTER HARDWARE	HOSE RETURN	HILLMAN FASTENERS/ RETURN HOSE	(3.99)
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	HILLMAN FASTENER	3.69
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	UTLTY BLADE/HOSE/ACE WG KILL	23.97
590-537-776.000	MAC'S MARKET INC	SUPPLIES - BUILDING MAINTENANCE	AIR FRESHENER/ SOS PADS	7.89
590-537-776.000	NEWBERRY REDI-MIX	SUPPLIES - BUILDING MAINTENANCE	5.75 CU YD 6- BAG REDI-MIX CONCRETE	782.00
590-537-776.000	NEWBERRY REDI-MIX	SUPPLIES - BUILDING MAINTENANCE	2.25 CU/YD 6 BAG REDI-MIX CONCRETE	356.00
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	STRAP/FASTENERS/TUBE VINYL 1/2	12.02
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	CLAMP HOSES	1.79
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	TAPE/ROLLER/BRUSH/INT LTX ULTR	77.35
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	PVC MALE	4.29
590-537-776.000	D & D HOME CENTER	SUPPLIES - BUILDING MAINTENANCE	FLEX SEAL SPRAY	13.49
590-537-776.000	D & D HOME CENTER	SUPPLIES - BUILDING MAINTENANCE	DROP CLOTH/MASKING TAPE	12.97
590-537-776.000	FOSTER HARDWARE	SUPPLIES - BUILDING MAINTENANCE	GLOVES	106.87
590-537-776.000	AMAZON CAPITAL SERVICES	SUPPLIES - BUILDING MAINTENANCE	HILLMAN FASTENER/FLASHLIGHT/TUBE	49.89
590-537-801.000	GINNEVER ELECTRIC	PROFESSIONAL & CONTRACTUAL	UNHOOK BAD LIFT PUMP FOR REPLACEMENT THEN HOOK UP NEW PUMP UP	160.00
590-537-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	JULY MISS DIGS	6.91
590-537-801.000	FSOM-FULL SERVICE ORGANICS	PROFESSIONAL & CONTRACTUAL	BIO SOLIDS HAULING AND LAND APPLICATION	18,167.50
590-537-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	LEGAL COUNCIL	3,297.06
590-537-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	INTERVIEWS/TRAVEL	457.87
590-537-801.200	LEE HORNBERGER	LEGAL	ARBITRATION SERV/ICES	228.76
590-537-802.000	NORTHERN CREDIT BUREAU	COLLECTION EXPENSE	ACCT 10005007	24.27
590-537-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	COPIER LEASE - 1544229	140.00
590-537-804.000	US BANK EQUIP FINANCE	LEASE EXPENSE	COPIER LEASE - 1544229	115.18
590-537-850.000	AT&T	TELEPHONE	WWTP	89.45
590-537-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001	11.43
590-537-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	75.47
590-537-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	74.44
590-537-850.000	ATT U-VERSE	TELEPHONE	UVERSE	41.59
590-537-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE	145.20
590-537-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB BILLING	139.15
590-537-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	SEPTIC HAULER SLIPS/ W/L DAILY SHEETS/ MINUTES	138.75
590-537-910.000	MWEA	PROFESSIONAL DEVELOPMENT	TRAINING CLASS- ANAEROBIC DIGESTER OPERATION	135.00
590-537-913.000	WATKINS, ALLISON	TRAVEL	BSA TRAINING	10.60
590-537-913.000	NEEME, SAMANTHA	TRAVEL	BSA TRAINING	6.36
590-537-917.000	HAWKINS INC	TREATMENT COSTS	AZONE15/SODIUM BISULFTE	615.63
590-537-917.000	PVS TECHNOLOGIES INC	TREATMENT COSTS	FERROUS CHLORIDE SOLUTION BULK	4,020.65
590-537-917.100	MAC'S MARKET INC	LAB SUPPLIES	PAPER TOWEL	6.90
590-537-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS	397.20
590-537-929.000	RS TECHNICAL SERVICES, INC	REPAIRS & MAINTENANCE	BLUE-WHITE PUMP TUBE	155.60
590-537-929.000	LYNN AUTO PARTS INC.	REPAIRS & MAINTENANCE	BELT- AIR CONDITIONING	170.95
590-537-929.000	TAHQUAMENON AREA CREDIT UNION	REPAIRS & MAINTENANCE	COLONIAL ENGINEERING 2 PVC-STR SCREEN PP20 MESH	56.55
590-537-929.000	RS TECHNICAL SERVICES, INC	REPAIRS & MAINTENANCE	BLUE-WHITE PUMP TUBE	162.50
590-537-929.000	LYNN AUTO PARTS INC.	REPAIRS & MAINTENANCE	V-BELT RETURN FROM INV 871204	(50.98)
590-537-929.000	DANNY'S AUTO VALUE INC	REPAIRS & MAINTENANCE	GATES V-BELT	33.16
590-537-929.000	AMAZON CAPITAL SERVICES	REPAIRS & MAINTENANCE	SHOCK ABSORBERS	9.98
590-537-929.000	RS TECHNICAL SERVICES, INC	REPAIRS & MAINTENANCE	BLUE-WHITE PUMP TUBE	159.32
590-537-929.000	FOSTER HARDWARE	REPAIRS & MAINTENANCE	O-RINGS	5.59
590-537-975.000	GREAT LAKES TV SEAL INC.	CONSTRUCTION - SAW GRANT	SEWER LINES TV INSEPTION	63,354.33
590-537-991.000	BANK OF NEW YORK MELLON, NA	SRF BOND PAYMENT	STATE REVOLVING FUNDS	160,000.00
590-537-992.200	BANK OF NEW YORK MELLON, NA	SRF BOND INTEREST	STATE REVOLVING FUNDS	41,289.76
			Total For Dept 537 SEWER SYSTEM	296,674.44
Total For Fund 590 Sewage Receiving Fund				296,674.44
Fund Totals:				
Fund 101 General Fund				16,269.67
Fund 202 Major Street Fund				520.86
Fund 203 Local Street Fund				578.99
Fund 213 Fire Revolving Fund				1,940.68
Fund 418 Atlas Park Fund				192.61
Fund 590 Sewage Receiving Fund				296,674.44
Total For All Funds:				316,177.25

**VILLAGE OF NEWBERRY
WATER & LIGHT PAYABLES
JUNE 2019**

GL Number	Vendor	Inv. Line Desc	Invoice Desc.	Amount
Fund 582 Electric Fund				
Dept 582 ELECTRIC DISTRIBUTION				
582-582-726.000	STANDARD, THE	LIFE INSURANCE		
582-582-752.100	POWER LINE SUPPLY COMPANY	OPERATING SUPPLIES	SOCKET METERS	9.20
582-582-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	VELCRO TAPE	596.72
582-582-850.000	ATT U.VERSE	UVERSE- LARGE CAPACITY METER	LARGE CAPACITY METER UVERSE	1.94
582-582-929.000	D & D HOME CENTER	REPAIRS & MAINTENANCE	FAIRBANKS WELDER PLUG	41.58
			Total For Dept 582 ELECTRIC DISTRIBUTION	667.01
Dept 583 GENERAL EXPENSES				
582-583-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	4.60
582-583-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	32.87
582-583-752.000	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	PAPER	9.87
582-583-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	RED PAINT	3.65
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER/TRASH BAGS	6.76
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER/BUG SPRAY	5.74
582-583-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	SAFETY GLASSES	19.66
582-583-752.100	DANNY'S AUTO VALUE INC	OPERATING SUPPLIES	MEDIUM ACET BOTTLE	33.49
582-583-753.000	DANNY'S AUTO VALUE INC	TOOLS & EQUIP (UND CAP THRESH)	PLIERS	4.67
582-583-759.000	WEX BANK - SPEEDWAY UNIVERSAL	GAS OIL & GREASE - ELECTRIC	GAS/FUEL	167.41
582-583-767.000	AMAZON CAPITAL SERVICES	CLOTHING - UNIFORMS	RUBBER BOOTFOOT HIP WADERS	104.97
582-583-801.000	REVIZE LLC	PROFESSIONAL & CONTRACTUAL	WEBSITE/CMS ANNUAL TECH SUPPORT/UPDATES	300.00
582-583-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	OFFICE CLEANING	100.00
582-583-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	MISSDIGS	16.06
582-583-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	LEGAL ADVICE	190.85
582-583-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	LEGAL ADVICE	152.62
582-583-850.000	AT&T	TELEPHONE	WATER/LIGHT PHONE	44.31
582-583-850.000	VERIZON	906-291-1223 MANAGER	ACCOUNT NUMBER 942077532-00003 DESK	6.93
582-583-850.000	VERIZON	906-291-1621 A.V.M.	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-291-1622 HR	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-291-1627 W/L	ACCOUNT NUMBER 942077532-00003 DESK	13.31
582-583-850.000	VERIZON	906-293-8531	ACCOUNT NUMBER 942077532-00003 DESK	6.93
582-583-850.000	VERIZON	906-291-1633 MEETING ROOM	ACCOUNT NUMBER 942077532-00003 DESK	6.93
582-583-850.000	VERIZON	906-291-1625 FINANCE	ACCOUNT NUMBER 942077532-00003 DESK	6.94
582-583-850.000	VERIZON	906-293-3433 GENERAL	ACCOUNT NUMBER 942077532-00003 DESK	6.93
582-583-850.000	VERIZON	906-293-5681 W/L CLERK	ACCOUNT NUMBER 942077532-00003 DESK	10.64
582-583-850.000	VERIZON	906-450-0919 LINEMAN	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
582-583-850.000	VERIZON	906-291-0136 MECHANIC	ACCOUNT NUMBER 942077532-00002 - CELL	21.37
582-583-850.000	VERIZON	906-291-0530 MANAGER	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0606 A.V.M.	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0055 HR	ACCOUNT NUMBER 942077532-00002 - CELL	10.68
582-583-850.000	VERIZON	906-291-0608 LINEMAN	ACCOUNT NUMBER 942077532-00001 FAX	21.37
582-583-850.000	VERIZON	FAX	ACCOUNT NUMBER 942077532-00001 FAX	11.26
582-583-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS - FIBER-OPTICS	ACCT 00042364-7	25.00
582-583-850.000	HTC-HIAWATHA TELEPHONE CO	JAMADOTS INTERNET	ACCT 00042108-7	23.75
582-583-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	UB POSTAGE	252.85
582-583-851.000	TAHQUAMENON AREA CREDIT UNION	POSTAGE	POSTAGE	27.50
582-583-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB BILLING	206.70
582-583-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS GENERATION BUILDING	237.500
582-583-921.000	SEMCOENERGY GAS COMPANY	HEAT	NATURAL GAS 238.500	33.05
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINT.	SHIFT SELECTOR 07CHEVY SILVERADO	50.33
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINT.	BLACK CABLE	7.25
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIR & MAINT.	SHIFT CABLE	(50.33)
582-583-932.000	AMAZON CAPITAL SERVICES	VEHICLE REPAIR & MAINT.	TRANSMISSION RANGE SELECT LEVER KIT	39.86
582-583-932.000	BURBACH SALES & SERVICE	VEHICLE REPAIRS & MAINTENANCE	RIGHT EXHAUST CONVERTOR	134.07
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLE REPAIRS & MAINTENANCE	OIL/OIL FILTER	9.52
			Total For Dept 583 GENERAL EXPENSES	2,160.00
Dept 584 ELECTRIC GENERATION				
582-584-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	ORANGE PAINT MARKER	3.24
582-584-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	SPRAY ENG DEGR 15OZ	3.49
582-584-801.000	GORDY CRIBB	PROFESSIONAL & CONTRACTUAL	A & B QUARTERLY INSPECTIONS	250.00
582-584-929.000	FOSTER HARDWARE	REPAIRS & MAINTENANCE	DIE 1-7/16 5/8-18NF	12.99
			Total For Dept 584 ELECTRIC GENERATION	269.72
Dept 585 BUILDING MAINTENANCE				
582-585-929.000	D & D HOME CENTER	REPAIRS & MAINTENANCE	AIR COMPRESSOR PARTS	10.81
582-585-929.000	LYNN AUTO PARTS INC.	REPAIRS & MAINTENANCE	COUPLING	3.49
			Total For Dept 585 BUILDING MAINTENANCE	14.30
Dept 586 PURCHASED POWER				
582-586-926.000	CLOVERLAND ELECTRIC CO-OP	PURCHASED POWER	MONTHLY POWER BILL	5,294.88
582-586-926.000	CMS ENERGY RESOURCE MGT	PURCHASED POWER	CAPACITY	55,631.06
582-586-926.100	AMERICAN TRANSMISSION COMPANY	ATC TRANSMISSION MONTHLY INV	PURCHASED POWER - CAPACITY	12,141.88
			Total For Dept 586 PURCHASED POWER	73,067.82
Dept 587 ENERGY OPTIMIZATION				
582-587-801.000	MECA	PROFESSIONAL & CONTRACTUAL	MONTHLY INCENTIVES	4,522.63
			Total For Dept 587 ENERGY OPTIMIZATION	4,522.63

163.00
163.00

80.864.48

HOSPITALIZATION
LIFE INSURANCE
OFFICE SUPPLIES
OPERATING SUPPLIES
OPERATING SUPPLIES
OPERATING SUPPLIES
OPERATING SUPPLIES
OPERATING SUPPLIES
TOOLS & EQUIP UND CAP THRESH
TOOLS & EQUIP UND CAP THRESH
GAS, OIL & GREASE - WATER
UNIFORMS
BUILDING MAINTENANCE
PROFESSIONAL & CONTRACTUAL
PROFESSIONAL & CONTRACTUAL
PROFESSIONAL & CONTRACTUAL
LEGAL
LEGAL
TELEPHONE
906-291-1627 W/L
906-291-1622 H.R.
906-291-1621 A.V.M
906-291-1223 MANAGER
906-293-5681 W/L CLERK
906-293-3433 GENERAL
906-291-1625 FINANCE
906-291-1633 MEETING ROOM
906-450-0919 LINEMAN
906-291-0608 LINEMAN
906-291-0055 HR
906-291-0606 A.V.M.
906-291-0530 MANAGER
FAX
JAMADOTS FIBER- OPTICS
JAMADOTS INTERNET
POSTAGE
POSTAGE
PUBLISHING & PRINTING
FLUSHING
PROFESSIONAL DEVELOPMENT
MEMBERSHIPS & SUBSCRIPTIONS
MEMBERSHIPS & SUBSCRIPTIONS
HEAT
REPAIRS & MAINTENANCE
REPAIRS & MAINTENANCE
REPAIRS & MAINTENANCE
REPAIRS & MAINTENANCE
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RETURN OF RETAINER INV 868548
VEHICLES REPAIRS & MAINTENANCE

COBRA RETIREES	3.45
LIFE INSURANCE	106.73
PAPER	9.88
WATER/TRASH BAGS	6.76
WATER & BUG SPRAY	5.73
VELCRO TAPE	1.95
SAFETY GLASSES	19.66
BLUE OIL ONLY STD	47.66
MEDIUM ACET BOTTLE	33.50
METER READING GUNS	1,795.16
PLIERS	4.67
GAS/FUEL	167.41
RUBBER BOOT/FOOT HIP WADERS	104.97
GLAZIER POINTS LARGE CD50	2.79
WEBSITE/CMS ANNUAL TECH SUPPORT/UPDATES	300.00
OFFICE CLEANING	100.00
MISSDIGS	16.06
LEGAL ADVICE	190.85
LEGAL ADVICE	152.64
WATER/LIGHT PHONE	44.31
ACCOUNT NUMBER 942077532-00003 DESK	13.88
ACCOUNT NUMBER 942077532-00003 DESK	6.93
ACCOUNT NUMBER 942077532-00003 DESK	6.94
ACCOUNT NUMBER 942077532-00003 DESK	6.94
ACCOUNT NUMBER 942077532-00003 DESK	10.64
ACCOUNT NUMBER 942077532-00003 DESK	6.94
ACCOUNT NUMBER 942077532-00003 DESK	6.94
ACCOUNT NUMBER 942077532-00002 - CELL	21.37
ACCOUNT NUMBER 942077532-00002 - CELL	21.37
ACCOUNT NUMBER 942077532-00002 - CELL	10.68
ACCOUNT NUMBER 942077532-00002 - CELL	10.68
ACCOUNT NUMBER 942077532-00002 - CELL	10.68
ACCOUNT NUMBER 942077532-00001 FAX	11.26
ACCT 00042364-7	25.00
ACCT 00042108-7	23.75
UB POSTAGE	142.63
POSTAGE	27.50
UB BILLING	116.60
MINUTES/HEARING/FLUSHING	24.00
DEQ DW TRAIN AND CERTIFY	95.00
ANNUAL MEMBERSHIP DUES FOR MRWA	710.00
ANNUAL MEMBERSHIP	340.00
NATURAL GAS 238.500	33.05
WATER PROJECT REPAIR	1,000.00
AIR COMPRESSOR PARTS	10.82
COUPLING	3.49
WISDOMINTER CHORLINE INJECTORS	28.48
SHIFT SELECTOR 07CHEVY SILVERADO	50.34
BOLT/BLK CABLE	5.74
BLACK CABLE	7.25
RETAINER	5.99
SHIFT CABLE	(50.34)
TRANSMISSION RANGE SELECT LEVER KIT	39.87
RIGHT EXHAUST CONVERTOR	134.08
OIL/OIL FILTER	9.52
RETAINER BUMP SET LIQUID WRENCH	(5.99)
RETAINER BUMP SET LIQUID WRENCH	15.97
Total For Dept 536 WATER SYSTEM	6,059.17

6.059.17

80,864.48
6,059.12

86.923.60

VILLAGE OF NEWBERRY
WATER & LIGHT PAYABLES
JULY 2019

GL Number	Vendor	Inv. Line Desc	Invoice Desc.	Amount
Fund 582 Electric Fund				
Dept 000				
582-000-042.000	LUTZ LINDA	UNAPPLIED CREDIT	UB refund for account: 3-02540-02	12.38
582-000-042.000	SCHOLFIELD SHEILA	UNAPPLIED CREDIT	UB refund for account: 5-07970-08	103.24
			Total For Dept 000	115.62
Dept 582 ELECTRIC DISTRIBUTION				
582-582-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	9.20
582-582-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	JULY MISS DIGS	13.44
582-582-850.000	ATT U VERSE	UVERSE- LARGE CAPACITY METER	LARGE CAPACITY METER UVERSE	41.58
			Total For Dept 582 ELECTRIC DISTRIBUTION	64.22
Dept 583 GENERAL EXPENSES				
582-583-719.000	44 NORTH	HOSPITALIZATION	COBRA RETIREES	4.60
582-583-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	MML WORKERS COMP FUND PAYMENT	612.92
582-583-726.000	STANDARD, THE	LIFE INSURANCE	LIFE INSURANCE	32.87
582-583-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	PINESOL	2.73
582-583-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	PAPER TOWELS/PHONE CASES	9.49
582-583-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	GLOVES	50.14
582-583-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	TRASH BAGS/TOILET PAPER	17.53
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	2.99
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.99
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	4.49
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	2.99
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	2.99
582-583-752.100	RAHILLY IGA	OPERATING SUPPLIES	WATER	3.28
582-583-801.000	CTC ENGINEERING	PROFESSIONAL & CONTRACTUAL	GLENN KEATES ENGINEERING SERVICES THROUGH JUNE 2019	488.56
582-583-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	CLEANING SERVICES	100.00
582-583-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	LEGAL COUNCIL	293.70
582-583-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	INTERVIEWS/TRAVEL	457.88
582-583-801.200	LEE HORNBERGER	LEGAL	ARBITRATION SERVICES	610.03
582-583-802.000	NORTHERN CREDIT BUREAU	COLLECTION EXPENSE	ACCT 10005007	62.81
582-583-850.000	AT&T	TELEPHONE	WATER/LIGHT PHONE	42.66
582-583-850.000	VERIZON	FAX	FAX	11.43
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	10.78
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	10.78
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	10.78
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.57
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.57
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00002	21.57
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	10.80

582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	7.04
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	7.04
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	7.04
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	7.04
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	14.08
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	14.08
582-583-850.000	VERIZON	TELEPHONE	ACCOUNT NUMBER 942077532-00003	7.04
582-583-850.000	HTC-HIAWATHA TELEPHONE CO	TELEPHONE	ACCOUNT NUMBER 942077532-00003	25.00
582-583-850.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	INTERNET	246.20
582-583-851.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	UB POSTAGE	235.96
582-583-900.000	WATKINS, ALLISON	PROFESSIONAL DEVELOPMENT	UB BILLING	10.60
582-583-910.000	BURTON, LANDON	PROFESSIONAL DEVELOPMENT	BSA TRAINING - TRAVEL	169.75
582-583-910.000	NEEME, SAMANTHA	PROFESSIONAL DEVELOPMENT	YEAR 2 WEEK 2 TRAINING MEALS	16.96
582-583-932.000	TAHQAMENON AREA CREDIT UNION	VEHICLES REPAIRS & MAINTENANCE	BSA TRAINING - TRAVEL	75.00
582-583-932.000	DANNY'S AUTO VALUE INC	VEHICLES REPAIRS & MAINTENANCE	SHIFT CONTROL	4.99
			PWR/STEER STOP LEAK	3,780.79
			Total For Dept 583 GENERAL EXPENSES	
Dept 584 ELECTRIC GENERATION				
582-584-801.000	NORTHERN PUMP SERVICES	PROFESSIONAL & CONTRACTUAL	UST LARA TESTING	2,125.00
582-584-929.000	DANNY'S AUTO VALUE INC	REPAIRS & MAINTENANCE	LEVER BLO-GUN	16.98
582-584-929.000	DANNY'S AUTO VALUE INC	REPAIRS & MAINTENANCE	STREET ELBOW CREDIT	(0.30)
			Total For Dept 584 ELECTRIC GENERATION	2,141.68
Dept 586 PURCHASED POWER				
582-586-801.000	MICHIGAN PUBLIC POWER AGENCY	PROFESSIONAL & CONTRACTUAL	GREEN PRICING SVC COMM/RENEWABLE PORTFOLIO SVC COMM	100.51
582-586-926.000	CMS ENERGY RESOURCE MGT	PURCHASED POWER	JULY 2019	64,986.33
582-586-926.000	CLOVERLAND ELECTRIC CO-OP	PURCHASED POWER	JULY 2019 HYDRO	5,377.21
582-586-926.100	AMERICAN TRANSMISSION COMPANY	ATC TRANSMISSION MONTHLY INV	JULY 2019 NETWORK TRANSMISSION INVOICE	12,141.88
			Total For Dept 586 PURCHASED POWER	82,605.93
Dept 587 ENERGY OPTIMIZATION				
582-587-801.000	MECA	PROFESSIONAL & CONTRACTUAL	MONTHLY INCENTIVES	2,224.75
			Total For Dept 587 ENERGY OPTIMIZATION	2,224.75
Dept 588 SAVE THE BELLS				
582-588-752.200	FOSTER HARDWARE	SAVE THE BELLS EXPENSES	CABLE TIES/MINERAL SPIRITS	23.98
582-588-752.200	NEWBERRY RED-I-MIX	SAVE THE BELLS EXPENSES	SILICA SAND	65.20
			Total For Dept 588 SAVE THE BELLS	89.18
			Total For Fund 582 Electric Fund	91,022.17

Dept 536 WATER SYSTEM

591-536-719.000 441

591-536-719.000	44 NORTH	HOSPITALIZATION	3.44
591-536-725.000	MML WORKERS' COMP FUND	WORKERS' COMPENSATION	752.33
591-536-726.000	STANDARD, THE	LIFE INSURANCE	106.73
591-536-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	2.73
591-536-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	9.49
591-536-752.100	OK INDUSTRIAL SUPPLY	OPERATING SUPPLIES	50.14
591-536-752.100	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	17.53
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	2.99
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	3.99
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	4.48
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	2.99
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	2.99
591-536-752.100	RAHILLY IGA	OPERATING SUPPLIES	3.27
591-536-752.100	LYNN AUTO PARTS INC.	OPERATING SUPPLIES	3.99
591-536-753.000	FERGUSON WATERWORKS	TOOLS & EQUIP UND CAP THRESH	1,349.76
591-536-801.000	SAULT STE MARIE CITY HALL	PROFESSIONAL & CONTRACTUAL	54.00
591-536-801.000	RANGE TELECOMMUNICATIONS	PROFESSIONAL & CONTRACTUAL	13.44
591-536-801.000	FAIR, ALMA	PROFESSIONAL & CONTRACTUAL	100.00
591-536-801.200	SONDEE, RACINE & DOREN PLC	LEGAL	293.70
591-536-801.200	YOUNG, GRAHAM & WENDLING, P.C.	LEGAL	457.87
591-536-801.200	LEE HORNBERGER	LEGAL	610.03
591-536-802.000	NORTHERN CREDIT BUREAU	COLLECTION EXPENSE	52.82
591-536-850.000	AT&T	TELEPHONE	42.67
591-536-850.000	VERIZON	FAX	11.43
591-536-850.000	VERIZON	TELEPHONE	10.78
591-536-850.000	VERIZON	TELEPHONE	10.78
591-536-850.000	VERIZON	TELEPHONE	21.57
591-536-850.000	VERIZON	TELEPHONE	21.57
591-536-850.000	VERIZON	TELEPHONE	10.78
591-536-850.000	VERIZON	TELEPHONE	10.80
591-536-850.000	VERIZON	TELEPHONE	7.04
591-536-850.000	VERIZON	TELEPHONE	7.04
591-536-850.000	VERIZON	TELEPHONE	14.08
591-536-850.000	VERIZON	TELEPHONE	7.04
591-536-850.000	VERIZON	TELEPHONE	7.04
591-536-850.000	VERIZON	TELEPHONE	7.04
591-536-850.000	HTC-HIAWATHA TELEPHONE CO	TELEPHONE	25.00
591-536-851.000	TAHQJAMENON AREA CREDIT UNION	POSTAGE	85.95
591-536-851.000	ARISTA INFORMATION SYSTEMS INC	POSTAGE	138.89
591-536-900.000	RICH PRINTING INC.	PUBLISHING & PRINTING	129.00
591-536-900.000	NEWBERRY NEWS INC	PUBLISHING & PRINTING	36.00
591-536-900.000	ARISTA INFORMATION SYSTEMS INC	PUBLISHING & PRINTING	133.10
591-536-913.000	WATKINS, ALLISON	TRAVEL	10.60
591-536-913.000	NEEME, SAMANTHA	TRAVEL	16.96

591-536-932.000	TAHQUAMENON AREA CREDIT UNION	VEHICLES REPAIRS & MAINTENANCE	SHIFT CONTROL	75.00
591-536-932.000	DANNY'S AUTO VALUE INC	VEHICLES REPAIRS & MAINTENANCE	PWR/STEER STOP LEAK	5.00
591-536-932.000	LYNN AUTO PARTS INC.	VEHICLES REPAIRS & MAINTENANCE	PRESTON CLN/OZUM CITRUS AIR FRESH	12.48
			Total For Dept 536 WATER SYSTEM	4,763.40
			Total For Fund 591 Water Fund	4,763.40
			Fund Totals:	
			Fund 582 Electric Fund	91,022.17
			Fund 591 Water Fund	4,763.40
			Total For All Funds:	95,785.57

First National Bank

Main Office:

P.O. Box 187 * 132 North State Street
St. Ignace, Michigan 49781
Voice: 906-643-6800 Fax: 906-643-6808

Les Cheneaux Branch
P.O. Box 177 - 192 S Meridian St.
Cedarville, MI 49719 * 906-484-2262

West Mackinac Branch
P.O. Box 142 - W11635 West U.S. 2
Naubinway, MI 49762 * 906-477-6263

Mackinac Island Branch
P.O. Box 534 - 534 Market St.
Mackinac Island, MI 49757 * 906-847-3732

Newberry Branch
P.O. Box 466 - 1014 S. Newberry Ave.
Newberry, MI 49868 * 906-293-5160

NEWBERRY WATER & LIGHT BOARD
NEWBERRY SAVE THE BELLS
307 E MCMILLAN AVE
NEWBERRY MI 49868

Date 7/31/19 Page 1 of 1
ACCOUNT NUMBER

MUNICIPAL MONEY MARKET ACCOUNT NUMBER

PREVIOUS BALANCE 12,493.96
1 CREDITS TOTALING 92.68
DEBITS TOTALING .00
SERVICE CHARGE AMOUNT .00
INTEREST PAID 5.32
CURRENT STMT BALANCE 12,591.96

Statement Dates 7/01/19 thru 7/31/19
DAYS IN STATEMENT PERIOD 31
AVERAGE LEDGER BAL 12,541
AVERAGE COLLECTED BAL 12,541
Interest Earned 5.32
Annual Percentage Yield Earned 0.50%
2019 Interest Paid 38.32

DEPOSITS AND OTHER CREDITS.....

DATE	DESCRIPTION	AMOUNT
7/16	DDA REGULAR DEPOSIT	92.68
7/31	INTEREST PAID 31 DAYS	5.32

DAILY BALANCE SUMMARY.....

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
7/01	12,493.96	7/16	12,586.64	7/31	12,591.96

INTEREST RATE SUMMARY.....

DATE.....	INTEREST RATE
6/30	.50%



VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

JULY 2019

TAX COLLECTION TOTALS

Taxing Authority	Amount	Interest	Penalty	Total
GENERAL OPER.	53,584.94	0.00	0.00	53,584.94
STREETS & ALLYS	21,432.49	0.00	0.00	21,432.49
TRASH (DISP/COLL)	6,647.08	0.00	0.00	6,647.08
FIRE PROTECTION	9,545.78	0.00	0.00	9,545.78
Total of above	91,210.29	0.00	0.00	91,210.29
Administration Fee:	910.78	0.00	0.00	
Special Assessments:	0.00	0.00	0.00	
Over Payments:			0.00	
Unspread Interest:			0.00	
Unspread Penalty:			0.00	
Total of Payments.			92,121.07	
Payment Count:			245	

VILLAGE OF NEWBERRY		TREASURER'S REPORT						
		FOR MONTH ENDING:			2019		2018	
July 31, 2019		Y.T.D. Collections	Actual Collections July	Y.T.D.	Y.T.D. Collections	Actual Collections July	Y.T.D.	
LEDGER ITEMS:								
A	Delinquent Personal Property Taxes		0.00	0.00		6,909.89	6,909.89	
	Delinquent Personal Interest Collected		0.00	0.00		0.00	0.00	
	Delinquent Real Tax Collected		0.00	44,380.54		0.00	33,073.86	
	Delinquent Real Tax Interest Collected		0.00	2,662.02		0.00	1,983.74	
B	Real Property Tax Collected	26%	88,577.07	89,882.35	26%	68,134.02	75,149.31	
	Personal Property Tax Collected	6%	2,633.22	2,633.22	12%	6,909.89	6,909.89	
C	Admin Fee, Penalty & Interest Collected		910.78	1,482.73		608.27	1,703.02	
E	Deposits to Tax Savings Account		92,121.07	141,074.50		75,724.18	118,938.25	
F	Interest Earned on Tax Accounts		48.75	307.24		12.41	23.15	
G	Tax Collection Acct transfer to GF Tax Approp Acct		0.00	43.17		0.00	41,238.20	

TAX ACCOUNT BANK ACCOUNT BALANCE @	Beginning July	Ending July
2019	\$267,737.00	\$359,906.82
2018	\$13,853.30	\$89,589.89

Year To Date (YTD) percentages are calculated using the Real and Personal Property Tax Roll Totals (less any Board of Review changes) compared to the same year's Year To Date collections. Tax roll totals are dictated by the Council adoption of millage rates and Township compiled assessed taxable values. For Example; of the 100% we could hope to collect for this year, the percentage describes the actual amount collected so far this year. 2019 Anticipated Real Property Collections are \$340,823.38
2019 Anticipated Personal Property Collections are \$46,645.70

Admin Fee, Penalty & Interest Collected (C): Includes all these fees for the current years collections as well as penalties collected in the current year for any delinquent taxes received.

To check Bank Balance: Add Beginning Bank Balance + (D) Deposits to Tax Acct + (E) Interest in Tax Acct LESS (F) Tax Acct Transfer to GF & FIRE Tax Appropriation Funds = Ending Bank Balance.

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE
REVOLVING LOAN SECTION

**STORMWATER / ASSET MANAGEMENT / WASTEWATER (SAW) GRANT PROGRAM
REQUEST FOR DISBURSEMENT OF FUNDS**

THIS INFORMATION IS REQUIRED UNDER AUTHORITY OF PARTS 52 AND 53, 1994 PA 451, AS AMENDED.

**DOCUMENTATION TO SUPPORT THE INCURRED COSTS MUST BE INCLUDED WITH EACH REQUEST
PLEASE SEE OTHER SIDE FOR INSTRUCTIONS TO COMPLETE REQUEST**

A. Project # 1274-01	B. Request # 14	C. Period Covered by Request <u>07-01-19</u> to <u>07-31-19</u> (M/D/Y) (M/D/Y)	D. Request Type * partial <input type="checkbox"/> final	E. Grantee's EIN 38-6007193	F. Grant Amount \$593,241
G. Grantee Name: Village of Newberry					Phone # 906-293-3433
Address: Village Hall, 302 East McMillian Avenue, Newberry, MI 49868				Email: finance@newberry.mi.gov	
H. Grantee's Bank Name: MBank – Mackinac Financial Corp.					Phone # 906-293-5165
Address: 414 Newberry Ave., Newberry, MI 49868					
Account Name: _____				ABA # 091102807	Account # 9960546
Special Instructions: _____					
I. Budget Items (Include Eligible Costs Only Using Dollars and Cents)			Requested Incurred Costs This Period	Cumulative Costs Incurred To Date	
1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal)			\$ 0.00	\$ 0.00	
2. DESIGN ENGINEERING COSTS			\$ 0.00	\$ 0.00	
3. USER CHARGE SYSTEM DEVELOPMENT COSTS (awarded under planning or design grant)			\$	\$	
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			\$ 4,737.89	\$ 189,600.66	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			\$ 1,118.34	\$ 65,097.45	
6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans)			\$	\$	
7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS			\$	\$	
8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS			\$	\$	
9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 st column)			\$ 5,856.23		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 nd column)				\$ 254,698.11	
11. LESS LOCAL MATCH (if applicable) <i>(na)</i>				(\$ 0.00)	
12. LESS AMOUNT PREVIOUSLY DISBURSED				(\$ 248,841.88)	
13. AMOUNT REQUESTED FOR DISBURSEMENT				\$ 5,856.23	
J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs.					
<input type="checkbox"/> See attached "Budget & Disbursement Tracking" spreadsheet excerpts (pages 4 & 8 of 8)					
<input type="checkbox"/> See attached invoice copies from C2AE for July 2019					
<input type="checkbox"/> See attached Progress Report: #21					
I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested.					
Authorized Representative Name (Print or Type): <u>Lori Stokes</u>				Title: <u>Village President</u>	
Authorized Representative Signature (Original): _____				Date: _____	
PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE					

SAW GRANT PROGRAM
Instructions for Completing a
Request for Disbursement of Funds

DOCUMENTATION TO SUPPORT THE INCURRED COSTS MUST BE INCLUDED WITH EACH REQUEST.

- A. Fill in the project number that was assigned by the Michigan Department of Environmental Quality (DEQ).
- B. Fill in the number of this disbursement request.
- C. Fill in the calendar period covered by this disbursement request.
- D. Fill in whether this is a partial or the final disbursement request.
- E. Fill in the grantee's federal employer identification number (EIN).
- F. Fill in the grant amount as shown in the Grant Agreement.
- G. Fill in the grantee's name, address, telephone number, and email address. This information must match data on file with the DEQ; if changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- H. Fill in your bank's name, address, telephone number, ABA identifying number, the account name and number, and any special instructions for the wire transfer to that account. If changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- I. Recap approved eligible costs incurred to date for each budget item. Show the amount (include dollars and cents) requested for the period covered by this request, and then the cumulative amount to date from project inception.
If costs have been incurred for a budget item that was not shown in the Grant Agreement, please inform your project manager in a separate letter accompanying this request.
 - 1. Fill in the planning costs invoiced and/or paid for SRF project plans; USDA-Rural Development Preliminary Engineering Reports; or Project Proposals.
 - 2. Fill in the costs invoiced and/or paid for project design work required to produce plans and specifications suitable and ready for bidding. Actual bidding phase costs are not grant eligible.
 - 3. Fill in the costs invoiced and/or paid for services directly associated with the development and enactment of the applicant's user charge system and any related ordinances.
 - 4. Fill in the costs invoiced and/or paid for the development of a Wastewater Asset Management Plan.
 - 5. Fill in the costs invoiced and/or paid for the development of a Stormwater Asset Management Plan.
 - 6. Fill in the costs invoiced and/or paid for the development of a Stormwater Management Plan, including MS4 Plans or Nonpoint Source Watershed Management Plans.
 - 7. Fill in the costs invoiced and/or paid for services directly related to planning and/or design of an innovative wastewater or stormwater technology project and/or the pilot study associated with that effort.
 - 8. Fill in the costs invoiced and/or paid for construction of an approved asset management plan project (disadvantaged community grants only).
 - 9. Fill in the sum of the amounts shown in the 1st column (Requested Incurred Costs This Period).
 - 10. Fill in the sum of the amounts shown in the 2nd column (Cumulative Costs Incurred to Date).
 - 11. Fill in the local match amount (10% for first \$1,111,111; 25% for any amount above \$1,111,111) associated with your SAW Grant Agreement, if any.
 - 12. Fill in the total amount of funds previously paid from all prior disbursements.
 - 13. Subtract Lines 11 and 12 from Line 10 to obtain net total amount requested for this period.
- J. For each request, provide a brief description of the work completed to date based on the approved project scope identified in Exhibit A of the Grant Agreement. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs.

PLEASE NOTE: YOU MAY SUBMIT NO MORE THAN ONE REQUEST FOR DISBURSEMENT DURING A CALENDAR MONTH. THE REQUESTS FOR DISBURSEMENT WILL BE PROCESSED ON THE 15TH DAY OF EACH MONTH.

Provide the *Request for Disbursement of Funds* and the required support documentation to:

REVOLVING LOAN SECTION
OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
PO BOX 30241
LANSING MI 48909-7741
Telephone: 517-284-5433 ~~Fax: 517-373-4797~~

For Newberry SAW Grant email to MDEQ Project Manager ~~Jaelyn Morchant at "Morchant.J1@michigan.gov"~~
Valorie White at "whitev1@michigan.gov"



Please Remit Payment To:
106 West Allegan Street Suite 500
Lansing, MI 48933
1-866-454-3923

July 31, 2019
 Project No: 13-0210
 Invoice No: 68437

Lori Stokes
 Village of Newberry
 307 East McMillan Avenue
 Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending July 21, 2019

Phase 04 Wastewater Asset Management Plan
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task -900 Inventory & GIS Database	77,180.00	99.71	76,956.18	75,894.75	1,061.43
Task -0910 Condition & Critically	33,760.00	12.00	4,051.20	2,169.46	1,881.74
Task 0920-Metering & Modeling	30,140.00	16.24	4,894.74	3,134.56	1,760.18
Task 0930-Software Hardware & Training	36,200.00	12.00	4,344.00	4,309.46	34.54
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	4,000.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	29,240.00	24.50	7,163.80	7,163.80	0.00
Task 0970 - Other	5,000.00	0.00	0.00	0.00	0.00
Total Fee	215,520.00		97,409.92	92,672.03	4,737.89
Total Fee					4,737.89
Total this Phase					\$4,737.89
Total this Invoice					\$4,737.89



Please Remit Payment To:
106 West Allegan Street Suite 500
Lansing, MI 48933
1-866-454-3923

July 31, 2019
 Project No: 13-0210
 Invoice No: 68438

Lori Stokes
 Village of Newberry
 307 East McMillan Avenue
 Newberry, MI 49868

Project 13-0210 Newberry SAW Application

Professional Services for the period ending July 21, 2019

Phase 05 Stormwater Asset Management Plan
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 0900-Inventory & GIS Database	47,800.00	70.75	33,818.50	32,700.16	1,118.34
Task 0910-Condition & Criticality	31,700.00	6.00	1,902.00	1,902.00	0.00
Task 0920-Metering & Modeling	24,640.00	0.00	0.00	0.00	0.00
Task 0930-Software Hardware & Training	2,000.00	0.00	0.00	0.00	0.00
Task 0940-Sewer Televising	0.00	0.00	0.00	0.00	0.00
Task 0950-Level of Service	2,500.00	0.00	0.00	0.00	0.00
Task 0960-CIP&Rate Structure Development	24,500.00	5.70	1,396.50	1,396.50	0.00
Task 0970 - Other	0.00	0.00	0.00	0.00	0.00
Total Fee	133,140.00		37,117.00	35,998.66	1,118.34
Total Fee					1,118.34
Total this Phase					\$1,118.34
Total this Invoice					\$1,118.34

Village of Newberry																		MDEQ #1274-01		
Wastewater & Stormwater Asset Management Plans																				
Budget & Disbursement Tracking																				
Proj 13-0210																				
Last Revision: 08-06-19																				

Village of Newberry										MDEQ #1274-01
Wastewater & Stormwater Asset Manage										
Budget & Disbursement Tracking										
Proj 13-0210										
Last Revision: 08-06-19										
STORMWATER ASSET MANAGEMENT PLANNING										
Phase-Task	05-900	05-910	05-920	05-930	05-040	05-950	05-960	05-970	Totals	
Description	Inventory & GIS Database Development	Condition & Criticality Assessment	Metering & Modelling	Software, Hardware & Training	Sewer Televising	Level of Service	CIP & Rate Structure Development	Other - Background Model Map		
Budgets:										
C2AE Internal	\$34,500.00	\$31,700.00	\$24,640.00	\$2,000.00		\$2,500.00	\$24,500.00	\$0.00	\$117,840.00	
C2AE Subs	\$13,300.00			\$2,000.00					\$15,300.00	
Total C2AE	\$47,800.00	\$31,700.00	\$24,640.00	\$2,000.00	\$0.00	\$2,500.00	\$24,500.00	\$0.00	\$133,140.00	
Other Venders					\$62,775.00	\$1,000.00	\$4,000.00	\$19,500.00	\$87,275.00	
Local Force Account	\$5,250.00	\$5,250.00				\$640.00	\$4,800.00	\$1,000.00	\$16,940.00	
Village Requested Transfer									\$0.00	
Total Budget	\$53,050.00	\$36,950.00	\$24,640.00	\$2,000.00	\$62,775.00	\$4,140.00	\$33,300.00	\$20,500.00	\$237,355.00	
Invoice / Statement										
By	Number	Date								
C2AE	67979	04/30/19							\$544.92	
C2AE	67980	04/30/19							\$0.00	
Force Account	x	05/03/19							\$0.00	
x	x	x							\$0.00	
Total Disbursement Request #12	\$544.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$544.92	
C2AE	68144	05/31/19							\$0.00	
C2AE	68145	05/31/19							\$3,518.08	
Force Account	x	05/31/19							\$0.00	
C2AE	68281	06/27/19							\$0.00	
C2AE	68282	06/27/19							\$7,079.36	
Great Lakes TV	19507	05/29/19							\$0.00	
Total Disbursement Request #13	\$10,597.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,597.44	
C2AE	68437	07/31/19							\$0.00	
C2AE	68438	07/31/19		\$1,118.34					\$1,118.34	
x	x	x							\$0.00	
Total Disbursement Request #14	\$0.00	\$1,118.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,118.34	
RUNNING TOTALS										
Remaining	\$32,700.16	\$3,020.34	\$0.00	\$0.00	\$8,955.45	\$0.00	\$1,396.50	\$19,025.00	\$65,097.45	
	\$20,349.84	\$33,929.66	\$24,640.00	\$2,000.00	\$53,819.55	\$4,140.00	\$31,903.50	\$1,475.00	\$172,257.55	
..							% Invoiced/Charged		27%	

Client:	Village of Newberry	Date:	08-01-19
Project No.:	13-0210	Project Manager:	Chuck Lawson/Darren Pionk
Project Name:	SAW Grant	Report Lead:	Dave Holmgren
Project Phase:	Report	Admin.:	Dave Cain
Client Approved Revised Completion Date:	na	Project Start Date:	Sep 2013 (application)
Client Project No.:	MDEQ SAW #1274-01	Project Completion Date:	Nov 2020
Client Advisor:		Period Covered:	July 2019

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- Continued incorporating inventory/TV data into GIS database
- Continue developing sewer model

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- Continue gathering & incorporating flow meter data
- Continue database integration & sewer model prep
- Compile next Draw Request package

SCOPE CHANGES MADE DURING DEFINED PERIOD:

- na

BUDGET STATUS (% COMPLETE OF C2AE TASKS):

Wastewater (WAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$77,180	100%
910 – Condition & Criticality Assessment	\$33,760	12%
920 – Metering & Modeling	\$30,140	16%
930 – Software, Hardware, & Training	\$36,200	12%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$4,000	4%
960 – Cap. Imp. Plan & Rate Structure Development	\$29,240	27%
970 – Other – Funding Application	\$5,000	100%
Total C2AE	\$215,520	45%
Total Project Including Other Venders, etc.	\$379,622	50%

PROGRESS REPORT # 21

Project Description: Newberry SAW

Stormwater (SAMP) Task	Budget	Approx. % Used
900 – Inventory & GIS Database Development	\$47,800	71%
910 – Condition & Criticality Assessment	\$31,700	6%
920 – Metering & Modeling	\$24,640	0%
930 – Software, Hardware, & Training	\$2,000	0%
940 – Sewer Televising	\$0	na
950 – Level of Service	\$2,500	1%
960 – Cap. Imp. Plan & Rate Structure Development	\$24,5000	9%
970 – Other – Mapping	\$0	na
Total C2AE	\$133,140	28%
Total Project Including Other Venders, etc.	\$237,355	27%

SCHEDULE STATUS (from Engineering Agreement):

Wastewater (WAMP) Task	Target	Status
900 – Inventory & GIS Database Development	May-Jul 2018 9	Nearly Complete
910 – Condition & Criticality Assessment	Aug-Oct 2018 9	Nearly Complete
920 – Metering & Modeling	Jul-Nov 2018 9	Continues
930 – Software, Hardware, & Training	May-Jul 2018 9	Started planning for training
940 – Sewer Televising	Aug-Nov 2018 9	Done
950 – Level of Service	Nov-Dec 2018 9	xxx
960 – CIP & Rate Structure Development	Nov-Dec 2018 9	Continues
970 – Other – Grant Application Preparation	Nov 2013	Done
Rate Methodology Submittal to MDEQ	End of May 2020	On schedule
SAW Grant Budget Deadline	End of Nov 2020	On schedule

Stormwater (SAMP) Task	Target	Status
900 – Inventory & GIS Database Development	Aug-Oct 2018 19	Continuing
910 – Condition & Criticality Assessment	Oct-Nov 2018 19	Continuing
920 – Metering & Modeling	Mar-Apr 2019	Planning
930 – Software, Hardware, & Training	May-Jul 2018 19	Started
940 – Sewer Televising	May-Jun 2019	Planning
950 – Level of Service	Jun-Jul 2019	xx
960 – CIP & Rate Structure Development	Jun-Jul 2019	xx
970 – Other – Mapping for Drainage Model	May-Jul 2018	Done
SAW Grant Budget Deadline	End of Nov 2020	On schedule

PROGRESS REPORT # 21

Project Description: Newberry SAW

INPUT NEEDED FROM CLIENT:

- na

CLIENT INPUT, DECISIONS AND DIRECTIVES:

- na

REALIZED OR ANTICIPATED CONCERNS:

- na

VALUE ADDED:

- C2AE Escanaba staff background & knowledge of Newberry WWTF provides for planning & implementation efficiencies throughout the AMP & Project Planning process

NEWBERRY VILLAGE COUNCIL
302 E. MC MILLIAN AVE.
NEWBERRY, MICH 49868

JULY 31, 2019

TO COUNCIL MEMBERS,

WANT TO THANK ORDINANCE OFFICER CLIFF FOSSITT FOR SENDING APPROX. 40 LETTERS ASKING RESIDENTS TO MOW THEIR GRASS. JUST HOPE THE PEOPLE THAT DID NOT COMPLY WILL RECEIVE TICKET FROM MR FOSSITT SOON. AS MR. FOSSITT STATED IN AUGUST HE WILL BE WORKING ON THE ABANDONED VEHICLES IN DRIVEWAYS AND BACKYARDS WITHIN THE VILLAGE. HE WILL NOTICE THEY HAVE BEEN PARKED ALL SUMMER LONG. ALSO HOPE MR. FOSSITT CAN ENFORCE THE DISCARDED STOVES ECT. ALSO OTHER ITEMS LAYING IN THE REAR YARDS, FOR SOME TIME. ALSO ASKING THE COUNCIL CAN FIREWOOD JUST BE LAYING ON THE GROUND IN BACKYARDS OR MUST BE SO MANY INCHES FROM THE GROUND, FOR MICE AND RATS DO NOT NEST THERE THIS WINTER.

THANK YOU KINDLY

Harold Brown
HAROLD BROWN

Village of Newberry
Village Council Rules of Procedure
Resolution - _____, 2019

WHEREAS the Village Council shall adopt Rules that govern its proceedings pursuant to MCL 65:5(1); and

WHEREAS the Village Council wishes to fulfill this requirement and provide for Rules that govern its proceedings in the most orderly, efficient, and open manner; now, therefore, be it

RESOLVED that the following Rules of Procedure of the Village Council are in the best interest of the public health, safety, and welfare and are hereby adopted:

Rule 1. Regular Meetings. The Regular Village Council meetings shall be held on the third Tuesday of each month in the Village Hall. Meetings shall begin at 6:00 pm.

Rule 2. Order of Business and Agenda for Regular Meetings. The order of business and agenda for Regular Meetings of the Village Council shall be as follows:

- (a) Pledge of Allegiance
- (b) Roll Call
- (c) Approval of Agenda
- (d) Approval of Minutes
- (e) Public Comments on agenda items
- (f) Village Presidents Comments
- (g) Submission of Bills and Financial Updates
- (h) Petitions and Communications
- (i) Introduction and Adoption of Resolutions and Ordinances
- (j) Unfinished or Old Business
 - 1. Public Comment follow-up from previous meeting
- (k) New Business
- (l) Reports of Boards
- (m) Reports of Committees
- (n) Reports of Village Officers and Management
- (o) Public Comment
- (p) Assignment of Public Comment Response
- (q) Comments By Council Members

A written draft agenda and information packet shall be prepared by the Village Manager (VM) or VM Designee and the Village President for every Regular Meeting, and shall be completed and copies made available to the members of the Village Council no later than 4:00 PM on the Friday preceding the date of said Regular Meeting. A written agenda shall be released for delivery to the news media and public and posted to the Village of Newberry website and social media pages not later than 4:00 PM on the Friday preceding said Regular Meeting.

Rule 3. Order of Business and Agenda at Special Meetings. Special Meetings shall consider only such matters as are specified in the notice of the meeting, unless all members of the Village Council are present and consent, or unless there is an emergency pursuant to these rules.

Rule 4. Presiding Officer. The Village President shall preside at all meetings and in the absence of the President, the President Pro Tem shall preside, and if both the President and the President Pro Tem are

absent the Village Clerk shall call the Village Council to order and shall preside until a presiding officer is chosen. The presiding officer may express an opinion on any subject without substitution of another presiding officer.

Rule 5. Rules of Order. The conduct of Village Council business shall be generally governed by the current edition of Robert's Rules of Order unless otherwise modified by law, ordinance, or these rules of the Village Council. The presiding officer shall decide all questions arising under these rules and general parliamentary practice subject to appeal, which appeal shall be determined by a majority of the members present. In the event an appeal is taken by any member from the ruling of the presiding officer, the Council Member desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Council Member's opinion the ruling should have been. If this appeal is seconded, the presiding officer shall state clearly the question at issue, and then shall call for the vote of the Council on the question: "Shall the decision of the presiding officer be sustained?" The presiding officer shall preserve order and decorum and may speak to points of order in preference to other questions.

Rule 6. Motions. Every Motion or Resolution shall require a second before being put to a vote, and it shall not be debated until it shall be reduced to writing if requested by the presiding officer or any Council Member, but it may be withdrawn by the Council Members moving and seconding the motion at any time before decision or amendment. No motion to reconsider shall be entertained unless made by a member voting with the majority.

Rule 7. Agenda Modification. The presiding officer may modify the order of the agenda at any Regular or Special Meeting of the Village Council to expedite the business of the Village Council. Such modification may be challenged by a Village Council member in the same manner as appeals from rulings of the presiding officer.

Rule 8. Consideration of Referred Matters at Regular Meetings. At a Regular Meeting as the first item after Roll Call, any Village Council member, may ask orally or in writing that a certain matter be added to the agenda for consideration by the Council at that meeting. By motion made that the matter in question be added to the agenda of that meeting, passed by the concurring vote of a majority of the Council Members present, any such matter may be added to the agenda under the appropriate order of business and may be considered at that Regular Meeting.

Rule 9. Procedure for Calling Special Meetings. Special Meetings shall be called by the Village Manager (VM) or VM designee if the Manager is on leave on the written request of the President or any three (3) Council Members. When the request to call a Special Meeting is initiated by a Council Member, the initiating Council Member shall submit a written request to the Village Manager or VM designee requesting the Special Meeting; the request shall contain the item(s) to be considered. The Village Manager or VM designee shall then forward the request to the Village Council and request if there are two (2) additional Council Members who would like to call the Special Meeting; and any Council Member who would like to join in making the request shall respond directly to the Village Manager or VM designee. If a special meeting is called, notification of such meeting will be given to the Village President and all Village Council members along with an agenda for the special meeting.

Rule 10. Consideration of referred matters at Special Meetings:

- (a) Notice. Except as provided in the following subsection, the Village Council shall not consider at a Special Meeting any matter referred or submitted to it unless by a Village Council

member which appears on the written notice of said Special Meeting as posted and released for delivery to all of the members of the Village Council.

- (b) Emergency items. At a Special Meeting as the first item of business after taking the roll, any Village Council member may ask orally or in writing that a certain matter not appearing in the notice of that Special Meeting as posted and released for delivery to the members of the Village Council be considered at the Special Meeting. Any such matter may be considered at that Special Meeting if all Council Members elected and serving are present and if a motion is adopted by vote of not less than five Council Members that the matter in question is an emergency and that it should be considered at the meeting.

Rule 11. Procedure for calling Emergency Meetings. As required by Michigan Law, emergency meetings of the Village Council may be held only with the approval of two-thirds (2/3) of the members of the Village Council, which approval shall be coordinated by the Village Manager, and only if delay would be detrimental in the Village's effort to lessen the impact of a severe and imminent threat to the health, safety and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before an eighteen-hour prior notice of the meeting can be given.

A written agenda shall be prepared by the Village Manager (VM) or VM designee for every Emergency Meeting and shall be completed and made available to the news media, released for delivery to the members of the Village Council, posted on the website and at the physical location of the meeting.

Rule 12. Reconsideration of Matters. The Village Council shall not consider substantially the same matter upon which it has voted for a period of 90 days from date of said prior vote, unless two Council Members, at least one of whom voted on the prevailing side in the prior vote, shall submit a written request to the Village Manager or Village President for such matter to be placed on the agenda of a specific regular or special meeting. An email request is considered a written request for purposes of this rule. This rule does not apply to motions which resulted in a tie vote, or which failed but received a majority of votes from those Council Members actually voting. The Village President shall determine whether a matter is substantially the same as a prior matter and that determination is final and not reviewable by the Village Council.

Rule 13. Public Comment at Regular Meetings. The Village Council welcomes public comment and has prescribed the following to facilitate the conduct of public business.

- (a) Public Comment on agenda items during designated section. A person may address the Village Council on agenda items during the designated "Public Comment" time on the agenda or upon request by the presiding officer or any Council Member. All persons are encouraged to identify themselves and their address and shall direct their comments to the Council. The comment of any member of the public or any special interest group shall be limited in time to three (3) minutes except as provided in subsection (e). ~~As part of its deliberation, the Village Council may clarify, answer questions and ask questions as a result of public comment.~~ Each speaker may only speak once during public comments and may not yield their time to other speakers. Questions asked during public comments may be assigned to council or staff for answers to be given at the next regularly scheduled council meetings.
- (b) Public Comment during the designated Public Comment Section – Reserved. Any interested person or any special interest group wishing to address the Village Council for a reserved time, shall submit a written request to the Village Manager or Village President no later than

12:00 p.m. of the Friday immediately preceding the date of said Regular Meeting. The communication must (1) identify the writer's name and address and (2) identify with reasonable specificity the subject matter. The same shall appear on the written agenda under the designated "Public Comment" section for said Regular Meeting as made available to the news media and released for delivery to the members of the Village Council. All persons are encouraged to direct their comments to the Council. The comment of any member of the public or special interest group may be limited in time to seven (7) minutes except as provided in subsection (e). ~~If the Village Council deems it necessary or appropriate, questions posed may be answered at the meeting or may be referred to staff for response at a later time.~~ Each speaker may only speak once during public comments and may not yield their time to other speakers. Questions asked during public comments may be assigned to council or staff for answers to be given at the next regularly scheduled council meetings.

Such requests shall be limited to one (1) per meeting and shall appear on the written agenda. A Village resident request shall take precedence over a non-Village resident request. In such case, the non-Village resident request shall be postponed and placed on the written agenda of a future meeting. In no case shall the non-Village resident request be postponed more than one time.

(c) Public Comment during the designated Public Comment Section – General. Any interested person wishing to address the Village Council regarding other matters may do so under the designated Public Comment section. All persons are encouraged to identify themselves and their address and direct their comments to the Council. The comment of any member of the public or any special interest group may be limited in time to three minutes except as provided in subsection (e). ~~If the Village Council deems it necessary or appropriate, questions posed may be answered at the meeting or may be referred to staff for response at a later time.~~ Each speaker may only speak once during public comments and may not yield their time to other speakers. Questions asked during public comments may be assigned to council or staff for answers to be given at the next regularly scheduled council meetings.

(d) Public Comment during the designated Public Comment Sections – President and Village Council members. The President and Village Council members interested in making a public comment may do so under the designated Public Comment section. Further, the President and Village Council members may briefly respond for clarification purposed as a result of public comment.

(e) Order and Duration of any Public Comment. The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the Village Council except in accordance with these rules. The clerk will maintain the official time and notify the speakers when their time is up.

Rule 14. Organizational Meeting. For purposes of these Rules, the Organizational meeting of the Village Council shall be considered a special meeting.

Rule 15. Procedure for calling Study Sessions. Study Sessions may be called by the Village Clerk on the request of the Village President, any three Council Members or the Village Manager. Study Sessions starting times shall be established in the notice of the meeting.

Notice of Study Sessions shall be delivered to all Council Members and to the Village Manager and posted in compliance with the Open Meetings Act at least 48 hours prior to the study session. Such notice shall include the time and place of the Study Session. Village Council members and the Village Manager shall also be given notice of the intended purpose of the Study Session. Additional matters may be considered at the Study Session in the discretion of the Village Council.

Rule 16. Public Comment at Study Sessions and Special Meetings. A person may address the Village Council during the designated Public Comment Section. The comment of any member of the Public or any special interest group may be limited in time to three (3) minutes. ~~As part of its deliberation, the Village Council may clarify, answer questions and ask questions as a result of public comment.~~ The presiding officer shall control the order and duration of any public comment. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. All persons addressing the Village Council are encouraged to identify themselves and their address. The clerk will maintain the official time and notify the speakers when their time is up.

Rule 17. Suspension of Rules. Unless otherwise provided by these rules, the rules may be suspended upon the vote of five (5) Council Members. However, the following rules may be suspended only upon the vote of six (6) Council Members:

- | | |
|----------|--|
| Rule 8. | Consideration of referred matters at Regular Meetings. |
| Rule 10. | Consideration of referred matters at Special Meetings. |
| Rule 17. | Suspension of Rules. |

Village Council Rule 11 cannot be suspended as it is required by Michigan Law.

Rule 18. Amendment of Rules. These Rules may be amended upon concurring vote of not less than that required for their suspension.

BE IT FURTHER RESOLVED that these Rules shall be effective immediately and shall supersede all rules to the contrary.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

By: Lori A. Stokes, Village President

By: Terese Schummer, Clerk
Date: _____, 2019

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Newberry, County of Luce, State of Michigan, at a regular meeting held on _____, 2019

that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Terese Schummer, Clerk

NEWBERRY WATER & LIGHT BOARD
Work Session Meeting Minutes
August 6, 2019

Present: Board members: Vincent, Brown, Dishaw, Medelis, Wendt.

Absent: None.

Also Present: Clerk -Schummer, Village Manager – James-Mesloh, Director of Human Resources & Community Engagement – Watkins, Samantha Peariso, Dennis Hendrickson.

Call to Order: Chairperson Vincent called the meeting to order at 5:30 p.m. at the Village of Newberry Offices, 302 East McMillan Avenue, followed by the Pledge of Allegiance.

Approval of Minutes: Tabled until next regular meeting.

Water and Light Chairperson Announcements: Chairperson Vincent discussed the MML fact sheet presented to the Board, regarding work sessions.

Public Comments on Agenda Items: None.

New Business:

1. Letter regarding issues to be addressed: A letter written by Samantha Peariso with items she would like the Board to address. Medelis felt the issue of having electrical matters not being easily accessible should be addressed at the next W&L meeting. He also addressed the Tenant/Landlord clarification on liens to property. James-Mesloh stated that the Village attorney advised that if a property is sold and there is an existing balance owed the new owner cannot be refused service, there is a due process issue regarding this. Putting a lien on the property was discussed. Some felt the bill should go with the account holder. It was suggested that the W&L Board be a Utilities Board for all enterprise funds.
2. Ordinance A – Revisions: Medelis wanted to know if there was a schedule as to which board seat expires and when. James-Mesloh stated that Medelis would expire Oct. of 2019, Wendt expires Oct. of 2020 and Vincent expires Oct. 2021. Discussion followed.

Proposed Ordinance A Revisions:

A:1:1b – Need to have ‘Customer’ defined.

A:1:8 – first sentence – change ‘banking day’ to ‘Village business day’

A:1:8 – first and second sentences, - change word ‘Clerk’ to ‘Manager’

A:1:10 – eliminate completely

A:1:9 – eliminate sentence #2

A:1:12a – first sentence - eliminate the words ‘Village President and’

A:1:12c – second paragraph, first sentence – change ‘(\$5,000.00)’ to ‘(\$10,000.00)’ - check to see if there had been a Council Resolution or change in an Ordinance which already addresses this.

A:1:6 – first paragraph, sentence 2 – eliminate ‘of the following:’ change to ‘signed by persons as approved by Council resolution’.

A:1:6 – second paragraph – change ‘Water and Light Board accounts’ to ‘Village of Newberry accounts’

A:2:4d – no change – suggested that the time-line and enforcement of moving meters be discussed at the next meeting.

A:2:4a – add ‘garbage collection’ to end of paragraph

A:4:4 – first and fourth sentences – insert the word ‘garbage’ after ‘or charges, for water, sewage,’ will read – ‘or charges, for water, sewage, garbage or electrical service’

A:3:1 – last sentence – change ‘misdemeanor’ to ‘civil infraction’

A:3:2 – last word in paragraph – change ‘misdemeanor’ to ‘civil infraction’

A:3:3 – change ‘misdemeanor’ to ‘civil infraction’

Comments By Board Members: Brown had questions about past discussions regarding the number of independent garbage haulers and times they are allowed to collect in the Village. Discussion followed.

Adjourn Meeting: Motion by Dishaw, support by Brown, **CARRIED**, to adjourn meeting at 7:07 p.m. Ayes: All.

These minutes are unapproved until voted on at the next meeting.

Edits made 8.13.19 based on 8.6.2019 Work Session

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Edits made 8.13.19 based on 8.13.19 W&L Meeting

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ORDINANCE A

This is an Ordinance Relative to the Management, Control and Use of the Water and Light Plants and Distribution Systems of the Village of Newberry.

THE VILLAGE OF NEWBERRY ORDAINS:

A:1:1 Board:

There is hereby created and constituted a Board under the name of the Newberry Water and Light Board to be composed of five members, except as provided in paragraph A:1:1a, who shall be electors of the Village, hereinafter referred to as "Board". The members of the Board shall be nominated by the Village President and approved by the Council. The appointment of members to the Newberry Water and Light Board shall be at the Council's regular October meeting.

A:1:1a Council Members

Two council members so appointed by the Village President and approved by the Council shall serve for a term of one (1) year; which terms shall commence at the date of appointment and shall expire upon the appointment of a successor at the regular Council meeting the following October.

A:1:1b At Large Members:

An at-large appointment shall be made at the regular October Village Council Meeting. The term of each member shall commence upon taking the oath of office. The term, of office shall be for three years and there shall be three (3) at large members serving. Each and every year, in the month of October, one (1) at-large member's term shall expire. Shall a vacancy arise during a member's term the Village President may present a candidate to the Village Council for approval of appointment to serve the remainder of the term associated with the vacant position. It is imperative that the at-large members' terms remain staggered so as not to allow more than one position's term to expire in the same year.

One at large member may be a customer and not elector. The customer member shall reside in the service area of the Newberry Water and Light Board and be a current customer. A non-elector customer member, if nominated and approved may not serve as chairperson, or acting chairperson.

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Commented [A1]: Conversation took place regarding removing the requirement that a customer must reside at their billed location. It was agreed that the term "customer" needed to be more clearly defined.

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A:1:1c Oath of Office:

Within ten (10) days of appointment, each Water and Light Board member shall take an oath of office as prescribed by the Village Clerk before being qualified as members of said Board.

A:1:1d Hold-over Provision

Each member is to hold over his/her term of office until his/her successor shall have been appointed and taken the oath of office.

A:1:1e Compensation

Each member of said Water and Light Board shall receive the sum of \$50.00 per month as compensation for serving on this Board. Additionally, each member attending a regular or special meeting of the Board shall receive \$25.00 per meeting attended. Said sum shall be payable at the regular scheduled meeting of the following month.

A:1:2 Quorum; Chairperson:

A majority of the members of said Board shall constitute a quorum for the transaction of business. They shall name their own chairperson at the first regular meeting of said Board in October of each year. The chairperson shall hold such position for one year and until his successor shall have been named. The chairperson, with the approval of a majority of the Board, shall appoint a clerk for the Board.

The clerk's duties shall consist of taking/recording minutes of all regular and special meetings. The minutes shall be made available for approval at the next meeting of the Board. The clerk shall maintain copies of all minutes and shall make them available for public inspection. The Board may designate other Board employees to assist the clerk in making records available for public inspection.

A:1:3 Duties:

A:1:3a Management Authority:

The Board, subject to the direction of the Council is hereby charged and entrusted with the construction, management, maintenance, supervision and control of such water works and electric lighting plant and distributing systems of any future department or departments that the Council shall deem fit to allocate to the Board for management. The Board shall have power to make and adopt all by-laws, rules and regulations as they shall deem necessary and expedient for the transaction of their business not inconsistent with other Ordinances or Policies of the Village.

A:1:3b Unified Collection of Fees and Charges:

The Board shall be charged with the responsibility to collect all electrical, water, sewage and garbage fees on behalf of themselves and the Village Council and to make a monthly accounting of all revenues collected and all accounts receivable.

A:1:4 Modification of Plant in Excess of \$10,000.00:

Whenever the expense of rebuilding, repairing, adding to or otherwise changing any portion of the water works, electric plant or the distributing systems shall not exceed the sum of Ten Thousand (\$10,000.00) Dollars, the same shall be done by the same Board in such manner as they shall deem proper. Whenever such expenses shall exceed the sum of Ten Thousand (\$10,000.00) Dollars, the Board shall first submit plans, diagrams and specifications of the same and estimates of the cost thereof to the Council for its approval, and, when so approved, the Board shall, subject to the direction of the Council, cause such work to be done by contract or in such other manner as the Council shall determine.

A:1:5 Meeting With Council:

The members of the Board, the Village Manager, and Superintendent shall meet with the Council at any time at the request of the Village President.

A:1:6 Payment of Claims and Charges:

All claims and accounts charged against the Water and Light System which shall have been incurred by said Board in accordance with this Ordinance shall be approved by said Board and said Board shall authorize payment of those claims and accounts in the usual course of its business. All money shall be paid out or expended by said Board by warrant or check, drafted and signed by two of the following persons as approved by Council resolution:

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1. Board member designated by the Board
2. Village Manager
3. Board Chairperson
4. Village President

All funds shall be drawn on Water and Light Board Village of Newberry accounts. All claims and accounts approved by the Water and Light Board shall be reported to the Village Council at the Council's regular monthly meeting.

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A:1:7 Accounting:

The Board shall make all purchases of supplies for said plant and distributing systems and shall keep a detailed record of all cost and expenses in connection therewith, showing the amount expended for each part of the works or distributing systems. The Board shall keep and maintain a complete set of books, keeping accounts with each part of said works and systems, showing in detail, the earnings, costs and expense of construction, maintenance and operation, of such system to be in accordance with the statute in such case provided, and to be subject to such change by Council as shall not be contrary to such statute or statutes.

A:1:8 Deposit of Funds

The Board shall promptly, and in no event more than one (1) ~~business day~~ day after receipt, deposit all money received by it and belonging to said Board in an account entitled Newberry Water and Light Board and shall file a detailed statement thereof together with a receipt from said bank for those funds with the Village ~~Clerk~~ ~~Manager~~. The Village ~~Clerk~~ ~~Manager~~ shall report the deposits to the Council at its regular monthly meeting each month.

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A:1:9 Report to Council: Monthly, Annually, Regularly:

At the regular meeting of the Council each month the Village Manager shall present to the Council a detailed report of all business done during the preceding calendar month, showing all materials furnished, sold and used, all receipts and disbursements and the funds to which the same have been charged or credited, the condition of the plant and such other information as the Council shall from time to time direct or require. ~~The Board shall also present to the Council on the fourth Monday or March of each year, an annual report, which report shall include an itemized statement of all receipts and disbursements relating to or connected with the water and light plants and distributing systems, showing in detail the revenue and expense of all new work, construction, maintenance, repairs, operation and depreciation and complete statement of the condition, progress and operation of said works and distributing systems, including an inventory of all property on hand and the value thereof.~~ At any other time during the year the Board shall be required to furnish such report or reports as the Council may request.

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~~A:1:10 Employment of Superintendent & Others:~~

~~The Board is hereby empowered, subject to the approval of the Council, to employ all agents, employees and superintendents whom it may deem necessary to operate and maintain the electrical and water systems of the Board and Village.~~

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A:1:11 Regular Meetings:

The Board shall hold a regular meeting on the second Tuesday of each month, the hour of such meeting to be set by resolution by the Board. It shall keep a full and complete record of all its proceedings (voice recording and transcription) and within five (5) days after such meeting the Clerk of said Board shall be required to transmit to the Village Clerk a true copy (subject to Board approval) of the proceedings of such meeting.

A:1:12 Newberry Water and Light Board Manager:

A:1:12a Duties:

The Village Manager shall be the chief administrative officer of the Newberry Water and Light Board and shall be responsible to the ~~Village President and~~ Village Council for the efficient administration of all affairs of the Newberry Water and Light Board and all departments except as that responsibility is explicitly delegated to another officer by Statute or Ordinance.

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The Village Manager shall fully inform the Board Chairperson and Board Members concerning Newberry Water and Light Board affairs.

The Manager shall have the following functions and duties:

1. Attend all meetings of the Newberry Water and Light Board and its committees and to take part in such meetings without a vote.
2. Be responsible for personnel management and administer such personnel policy as shall be applicable to Newberry Water and Light Board employees.
3. To suspend with pay any department head pending a hearing before the Council; to recommend disciplinary action against any department head; to recommend the wages of all non-elected employees; exercise supervisory control over all departments, to hire, discipline or discharge any Newberry Water and Light Board employee who is not a department head, but only after consultation with the appropriate department head.
4. Prepare and administer the budget as provided for in the Uniform Budgeting and Accounting Act. Be purchasing agent of the Newberry Water and Light Board subject to the Village Purchasing Ordinance.
5. Investigate complaints concerning the administration of the Newberry Water & Light Board and at all time to have the authority to inspect the books, records and papers of any agent, employee or office of the Newberry Water and Light Board except the Village Attorney; to make recommendations to the Council for adoption of such measures as the Village Manager shall deem in the best interest of the Newberry Water and Light Board.
6. Perform such other duties as shall be delegated by the Newberry Water & Light Board Council, including those described as the Village Manager Job Description adopted by Council Resolution.

A:1:12b Dealing With Employees:

Neither the Newberry Water and Light Board nor the Board Chairman shall attempt to influence the employment of any person by the Village Manager or in any way interfere in the management of departments under the jurisdiction of the Manager. The Chairperson and Board Members shall deal with departments under the jurisdiction of the Village Manager through the Manager. The Chairperson and Board Members shall have the absolute right and duty to contact any Village employee pursuant to any authorized inquiry, pursuant to the Board.

A:1:12c Purchasing Responsibilities:

The Village Manager shall act as purchasing agent for all Newberry Water and Light Board offices and departments. The Manager may delegate some or all of the duties as purchasing agent to another officer or employee provided that such delegation shall not relieve the Manager of the responsibility for the proper conduct of those duties.

The Village Manager shall have the authority to purchase any product or service where the cost of which does not exceed ~~Five~~ thousand dollars (\$~~5,000.00~~), provided that funds have been appropriated. This amount may be modified from time to time by a Policy Resolution

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adopted by the Village Council. The cost for the product or service shall not exceed the unencumbered balance of the appropriation for that account. Except as hereinafter provided, the Village Manager shall not purchase any product or service where the cost of which exceeds the above dollar amount without prior approval of the Newberry Water and Light Board and subsequently the Village Council. The Village Manager may promulgate rules governing the purchase of products or services.

The Village Manager shall have the authority to purchase any product or service regardless of its cost when such purchase is necessitated by an emergency condition. "Emergency condition" is defined to mean any event which presents an imminent threat to the public health or safety of a Newberry Water and Light Board service which is essential to public health or safety.

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Section A:2 Operations:

A:2:1 Hydrants:

All street hydrants hereafter installed shall be placed on the curb line except by written permission from said Board. The shut-off cock shall in all cases be placed on the curb line. The hydrant shall be so constructed that the water may be drawn by the use of a key and said hydrant shall be kept locked when not in use by the person paying for the same or an associated employee.

A:2:2 Rates and Fees:

Rates and Fees shall be set by Board resolution. Rates and Fees shall not become effective until approved by the Newberry Village Council by resolution and the first day of the month after publication in The Newberry News or other paper of general circulation in Newberry. Rates and Fees in effect at the time of the adoption of this amendment of Ordinance A shall continue in effect until further Board and Council modification.

A:2:3 Electric Motors:

The Board shall set policies, rules and regulations and it may set individual customer requirements for all motors concerning phase, capacity, hours of operation, and any other factor deemed appropriate. The Newberry Water and Light Board shall take action to maintain strict adherence to the rules and regulations heretofore or hereafter promulgated by said Board.

A:2:4 Rules and Regulations – Reference: Payment of Charges and Reading Meters:

A:2:4a Collect Funds:

It shall be the duty of the Newberry Water and Light Board to collect all accounts on behalf of the Village of Newberry for sewer use, maintenance, ~~installation and collection of~~ all other charges duly levied, charged, or rendered in connection with the electrical and water distribution systems, sewer system or sewage treatment, ~~and sewage collection~~.

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A:2:4b Certification of Collections:

It shall be the duty of the Newberry Water and Light Board to certify to the Newberry Village Council not later than October 1st, and not prior to September 1st, of each calendar year, that all water and electric meters have been manually read, inspected for proper operation, and if improperly operating- repaired. The Water and Light Board shall also report at the time of certification, any discrepancies between reported usage and metered usage, all accounts receivable from users, whether delinquent or not, and the amount of any delinquencies for which the Newberry Water and Light Board had advanced its own funds.

A:2:4c Meter Reading:

Nothing in this Ordinance shall be construed to prohibit reading meters on a more frequent basis.

A:2:4d Meter Reading Policies:

The Water and Light Board shall adopt, from time to time, policies concerning the reading of meters and the payment of charges, including the reading of meters. The Water and Light Board shall make available at the Water and Light Board Office, during regular business hours, an adoption of its policies concerning the payment of charges, reading of meters, and computation of those readings for the inspection by the users and/or property owners.

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A:2:5 Connections:

No person shall make any connection with the water or electrical distribution systems without prior written permission from the Board. Water connection shall include tapping any main or distributing pipe, inserting any stop-cock, hydrant or other appliance whatsoever, using, altering or disturbing any gate, stop-cock, hydrant or other attachment belonging to the Village or Board and/or connecting with the water system. Water system-owner boundary: The Village/Board water system shall terminate at the boundary of the property owner's real estate. Only for the purpose of determining and granting permission for construction or repair of a water supply line, the water curb stop shut-off valve, if further downstream from the property line, shall be the final point of the Village water system. Work done by the owner downstream from the curb stop shut-off valve shall be subject to inspection and approval by the Board. The Board may refuse service if the work does not meet its specifications.

Violations of this Section shall be a misdemeanor punishable as provided in Section A:3:3.

A:2:6 Street Lighting and Fire Hydrants:

All electric current used by the Village for street lighting purposes will be charged to the Village each month at the commercial rate per kilowatt hour for street light current as shown by the meter or meters installed for that purpose. The said Board shall be reimbursed by the Village for all installation and maintenance of street lights and circuits connected herewith. The Village shall also pay the Water and Light Board for the installation and maintenance of fire hydrants within the said Village. No charge shall be made to the Village for water used by it in connection with fire hydrants.

Section A:3 ~~Criminal/Civil~~ Penalty:

A:3:1 Tampering with Village Water and Light Equipment:

No person shall meddle with, use, damage, injure or destroy any hydrant installed for fire purposes, except when ordered to do so by said Board or the Chief of the Fire Department of the Village. No person shall injure, destroy or meddle with any water or light works, pipes, wires or attachments or in any way use or tamper with the same, or interfere with their proper use, without written authority from the Board. Any person violating this section shall be guilty of a ~~misdemeanor/civil~~ **infraction** and punished as provided in **Section A:3:3**.

Commented [A5]: Ordinance amendment changed criminal to civil infractions for other ordinances, but did not include Ord A, but changes should be made to make it consistent and enforceable.

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A:3:2 Tampering with Meters-Misrepresentation of Usage:

Any person interfering or meddling with any meter or who shall interfere with the Board, its clerks, agents or employees, in the discharge of their duties including reading meters, as set forth in this Ordinance or under the rules or orders of the Board or who shall knowingly misrepresent their usage of water, electricity, garbage or sewage shall be guilty of a ~~misdemeanor/civil~~ **infraction**.

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A:3:3 Penalty:

Any person ~~convicted (found guilty)~~ of a ~~misdemeanor/civil~~ **infraction** as set forth in Ordinance A, shall be punished by a fine up to Five-Hundred (\$500.00) Dollars, ~~plus the costs of prosecution and/or imprisonment up to Ninety (90) Days at the discretion of the Court~~.

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Section A:4 Collection:

A:4:1 Liens or Collections

Charges for services, including water, sewage, electrical and garbage pick-up, furnished to a premises shall be a lien on those premises as provided by statute. Each separate charge, that is water, sewage, electric or garbage pick-up shall be a separate lien, or turned over to a collection agency approved by The Village Council. Those charges delinquent for six months or more may be certified annually to the proper tax assessing official or agency who shall enter the lien on the next tax roll against the premises to which services shall have been rendered and the charges shall be collected and the lien shall be enforced in the same manner as provided for the collection of taxes assessed upon the roll and enforcement of the lien for taxes.

A:4:2 Certification:

The Village Manager of the Water and Light Board shall certify to the Village Treasurer no later than May 31st of each year and the Township Supervisor no later than October 31st of each year a statement of lien claimed.

A:4:3 Lien Statement:

The statement of lien claimed shall specify the legal description of the premises, street address of the premises, specific services and their relative charges and the unpaid balance due for each charge individually.

A:4:4 Rental Property:

In all cases when a tenant is responsible for the payment of any such rates and other fees or charges under a legally executed lease containing a provision that the lessor shall not be liable for the payment of rates and other fees or charges for water, sewage, ~~gas~~, or electrical service and the Newberry Water and Light Board is so notified in writing by the owner, then no such rates and other fees or charges shall become a lien against the premises occupied by the tenant from and after the date of such notice. Such notice shall be in the form of an affidavit with respect to the execution of such lease and shall set forth the expiration date thereof. Twenty days' notice shall be given to the Newberry Water and Light Board by the lessor of any cancellation, change in, or termination of such lease. Failure to give such 20 days' notice shall reinstate such lien for rates and other fees or charges, for water, sewage, ~~gas~~, or electrical service furnished to such premises by the Village on and after the date of such cancellation, change in, or termination, until a new notice is filed as above required. Each such notice shall be accompanied by a true copy of the lease executed between the lessor and the lessee.

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~~Utility services to a rental property shall be in the name of the renter or user, unless the title holder submits a signed, written, confirmation to execute the bill in the title owner's(c) name(s). No services will be provided to a rental property if any title holder files a written objection with the Newberry Water and Light Board. If the request is to terminate service, The Water and Light Board will take appropriate action as long as the termination of service does not conflict with any other Ordinance or Statute that takes precedence over Ordinance A. Application for services may be made by a renter, but shall require approval of the property owner(s). Billing for the services shall be to the renter, occupant, or user of the services and delivered to the legal address of the premises. The owner may request the Water and Light Board to prepare and deliver a duplicate invoice to an address of their choosing; however, pursuant to the Water and Light Board, that option could incur an additional service fee on the monthly invoice.~~

~~Any outstanding bill shall remain with the user and not attached to the premises.~~

~~Should a title holder request that a rental property's bill be placed in the title holder's name, should the charges become delinquent, then any other accounts in the same name could be affected. No services will be reconnected until all accounts in that person(s), or business' name(s) have been paid in full.~~

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The Board may require a security deposit for water, sewage, electrical or garbage pick-up services and the amount of the deposit may be adjusted from time to time at the discretion of the Water and Light Board and approval from the Newberry Village Council. The amount of the security deposit shall be promulgated as a Water and Light Board Policy and not become imbedded in an ordinance.

A:4:5 Enforcement

A lien created against the premises by this Ordinance may be enforced in the manner as provided for the collection of taxes assessed upon the roll and enforcement of the lien for taxes or also by discontinuing water service or electric service to the premises for non-payment of charges for water service or electric service, or discontinuance of either water service, electric service, or sewage disposal service to the premises or both for non-payment of sewage disposal and garbage collection charges to the premises.

A:4:6 Electric Service

The Water and Light Board may, from time to time, adopt policies for the collection of unpaid electrical charges.

Section A:5 Publication and Effective Date:

The Village Clerk shall cause this Ordinance to be published in the Newberry News. The Ordinance shall be effective 20 days after publication. This is a Recapitulation that incorporates all amendments, changes, and Village Council and The Water and Light Board resolutions to date and since the Promulgation Date (Also Known As the Effective Date) of Ordinance A which is August 3, 1987.

Recapitulated, approved, and adopted this 11th Day of May, 2010.

Terry Webb, President Village of Newberry

Jani Galor, Clerk Village of Newberry

Adoption History: Introduced: July 13, 1987; adopted July 13, 1987; effective: August 3, 1987; amended and recodified November 8, 1999, presented for signature and published 1/13/2000, Section A4:1:3a, A:1:6, A:1:7 and A:4:4 modified and approved and adopted on October 23, 2008, presented for signature and published 11/5/08. Sections: A:1:1b, A:1:2, A: 1:6, A:1:7,

A: 1: 12a, A:2:1,A:2:5, A:4:1,A:4:2, A:4:4, A:4:5 and A:5 modified, approved and adopted on May 17, 2010, presented for signature and published June 9, 2010. The entire ordinance was recapitulated to include all previous amendments and modifications since the date of promulgation.

Summary of changes of May 17, 2010:

Section:

A:1: 1b Revised entire paragraph to Recapitulate original content.

A:1:2 line 4 changed to read "in October... " vise "second Monday in April. .." A:1:6 add sub paragraph 4 to read "4. Village President"

A:1:7 line 6 changed to read "maintenance and operation, of such.. ." vise "maintenance and operating, such..."

A:2:5 line 4 changed the word "whatever" to read "whatsoever"

A:4:2 arranged sentences to read in chronological order and changed the date "May 30th

to read

"May 31st

A:4:4 Rescinded in its entirety and rewritten.

Changed : "Chairman" to read: "Chairperson" at each occurrence.

The entire ordinance was recapitulated and incorporates all modifications to date, which -allows the Council to pull the Original ordinance and amendments from all binders and -replace it with the Recapitulated version. The original -ordinance and all amendments -and -modifications -shall be archived.

NEWBERRY WATER & LIGHT BOARD
REGULAR MEETING MINUTES
August 13, 2019

Present: Board members: Vincent, Brown, Dishaw, Medelis, Wendt.

Absent: None.

Also Present: Clerk -Schummer, Director of Human Resources & Community Engagement – Watkins, Lori Stokes, Larry LaCross, Dave Boyle

Call to Order: Chairperson Vincent called the meeting to order at 5:30 p.m. at the Village of Newberry Offices, 302 East McMillan Avenue, followed by the Pledge of Allegiance.

Approval of Agenda: Moved by Brown, support by Dishaw, **CARRIED**, to approve agenda as presented. Ayes: All.

Approval of Minutes: Moved by Dishaw, support by Brown, **CARRIED**, to approve minutes from the July 15, 2019 W&L meeting as written. Ayes: All. Moved by Medelis, support by Brown, **CARRIED**, to approve minutes from the August 6, 2019 W&L meeting/work session with one correction: line 2, word 11 - change 'maters' to 'meters'. Ayes: All.

Water and Light Chairperson Announcements: Vincent stated that at the last meeting someone from the public had a question regarding a surcharge. He said that he had no idea about a surcharge, but that the question might have to do with the replacement of lead pipes he stated, that it has been proposed to spread the cost of pipe replacement amongst all customers.

Public Comments on Agenda Items: None.

Submission of Bills and Financial Updates:

A.) **Water & Light – Monthly Bills – July 2019** - Motion by Medelis, support by Brown, **CARRIED**, recommend Village Council pay the July Electric Fund bill in the amount of \$91,022.17. Discussion followed. Ayes: All. Motion by Brown, support by Dishaw, **CARRIED**, recommend Village Council pay the July Water Fund bill in the amount of \$4,763.40. Discussion followed. Ayes: All.

B.) **Christmas Light Fund** is currently at \$12,591.96. Discussion followed.

Petitions and Communications:

1.) Proposal for Water System Asset Management Plan Services.

a. OHM Advisors – Presentation by David Boyle and Larry LaCross. Question and answers followed the presentation. Moved by Brown, support by Dishaw, **CARRIED**, to recommend Village Council accept the OHM proposal. Ayes: All.

Introduction and Adoption of Ordinances and Resolutions:

1.) Ordinance A – Review edits from work session: Moved by Dishaw, support by Brown, **CARRIED**, to accept the edits made at the work session with one additional edit: A:1:1b – second paragraph, second sentence – reads: 'The customer member shall reside in the service area of the Newberry Water and Light Board and be a current customer'. Now would read: 'The customer member shall be located within the service area of the Newberry Water and Light Board and be a current customer'. Ayes: All. Discussed that a policy can define what 'customer' means.

Reports of Village Management:

1.) Superintendent of Water and Light: Joe Lively, working foreman, submitted a written report.

2.) Assistant Village Manager: Submitted charts.

3.) Village Manager: None.

Unfinished Business: None.

New Business:

1.) Proposal for Water System Asset Management: addressed in Petition and Communications.

2.) Energy Adjustment Rate – July – December 2019: Moved by Brown, support by Medelis, **CARRIED**, to recommend Village Council accept the Energy Adjustment rate of \$0.017380 from \$0.016061. Ayes: All.

3.) Budget Amendments – Water and Electric Funds: Moved by Brown, support by Medelis, **CARRIED**, to approve the recommended budget amendments to pay the settlements costs of \$15,000.00. Ayes: Brown, Dishaw, Medelis, Wendt. Nays: Vincent.

Comments By Board Members: Medelis and Brown both stated, regarding the mandate on lead pipes, that they would like to see some sort of a credit given to the people who already replaced their pipes.

Adjourn Meeting: Motion by Brown, support by Dishaw, **CARRIED**, to adjourn meeting at 6:29 p.m. Ayes: All.

These minutes are unapproved until voted on at the next meeting.

Terese Schummer, Clerk

Lawrence Vincent, Chairperson

**Village of Newberry
Planning Commission Meeting
Monday, July 29, 2019
Meeting Location: 302 East McMillan Ave.
Meeting Time: 6:00 p.m.**

1. Call to order:

Meeting was called to order by Chairman Vincent at 6:01pm

2. Pledge of Allegiance:

Chairman Vincent asked all to rise and pledge allegiance to the flag.

3. Rollcall:

Roll call was taken and all were present Also present: Dennis Hendrickson.

4. Approval of Agenda:

Motion by Vanatta with support from Hardenbrook to approve the agenda. A vote by voice was taken with all voting in the affirmative.

5. Approval of Minutes:

Planning Commission Meeting – June 24, 2019 at 6:12pm. Motion by Vanatta, second by Stiffler to approve minutes. A vote by voice was taken with all voting in the affirmative, Hardenbrook abstaining.

6. Planning Commission Chairperson Announcements:

Planning Commission vacancy – still advertising for open seat.

7. Communications from the Public:

None

8. Petitions and Communications:

None

9. Unfinished Business:

The (RRC) Redevelopment Ready Communities Public Participation Plan was approved by the Village Council at the July 2019 meeting.

The Master Plan – Action Plan Summary Memo. A motion by Vanatta, second by Hardenbrook to approve the memo. All voted in the affirmative to send memo to the Village Council for their review.

10. New Business:

None

11. Comments by Planning Commission Members:

None

12. Adjournment - Regular Session

With no further business before the Planning Commission, a motion was made by Vanatta to adjourn the meeting at 6:09pm. Motion carried.

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

Newberry Fire Department

Fire Chief John Wendt

July 2019 Report

Busy July with lots of action.

July 3rd three car accident at Deer Park Store

July 6th Drowning at the Dollarville Dam

July 15th Car accident on N. M123

July 17th Grass and shed fire

July 20th Power line down on Cr. 407

July 23rd Deck fire that was attached to the house and then dispatched for a mutual aid call with Garfield (Engadine) at the same time

July 31 Structure fire on west Railroad

- We are having a 2 Hole Golf Scramble on August 24 at the Newberry Country Club, shotgun start at 11:00am.
- Proceeds help benefit the Newberry Fire Relief Fund.

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8569

Activity Report for Director of Human Resources and Community Engagement July 17, 2019 to August 14, 2019

- **HR/CMTY ENGAGEMENT**

- Creating new forms & operating procedures to streamline HR processes
- Submitted 2019/2020 Pay and Benefits Survey to MML
 - Statewide survey, creates a comprehensive benchmark
- Prepping for Audit of Workers Comp coverage
 - Every four years, auditor is selected and funded by our WC provider
- Attended BS&A User Group Sessions in Marquette
 - Accounts Payable & General Ledger Modules
 - Payroll & Human Resources Modules
- Participated in W&L Work Session on Ordinance A
 - Made updates and edits to file after 8.6.19 meeting
 - Made updates and edits to file after 8.13.19 meeting
- Atlas Park & TORC Grant reporting
 - Working on closing out Atlas Park
 - Working on closing out TORC EGLE grant

- **FOIA**

- 3 requests (and 1 amended) for 2019 (as of August 14, 2019)
 - 1 open request – pending a deposit
 - Considered abandoned September 19, 2019

- **Committee/Membership/Partnership Meetings:**

- Chamber of Commerce – Assisted with the Car Show July 20
 - Sunday, September 15 – Toonerville Trolley & Boat Ride
 - Tickets are \$30.00 discount of close to \$20 a ticket
 - Includes train ride, boat ride, & lunch
- Luce County Community Health Improvement (CHIP) Focus Group- July 17, 2019
 - Working to develop and implement short and long term plans to improve health by positively turning indicators for the top three priorities of Family Cycle, Mental Illness, Substance Use Disorders/Youth Substance Use Disorders
- Eastern UP Planning Commission – Attended meeting July 24, 2019
- M123 Scenic Byway – Next meeting is October 2019
- Save Restore Grow Newberry – Next meeting is TBD
 - Legislative Lunch is October 5, 2019
- Strategic Alliance for Health – Next meeting is October 2019

2019 FOIA Request Tracking

as of 8.14.19

Request ID	Date Request Received	Last	First	Regarding	Status
2019-001-SL	4.03.2019	LaButte	Shiloh	2019 Village Council Meeting Minutes regarding Budget	Complete- 4.5.2019
2019-002-JF	5.23.2019	Farris	Jennifer	Family Dollar records for environmental site assesment	Complete- 5.30.2019
2019-003-JD	6.20.2019	DeWitt	John	Any and all emails received and sent by the Village of Newberry President Lori Stokes, 12.1.2018 to	Closed- see amended request listing
2019-003-JD Amended	6.27.19	De Witt	John	All emails sent and received by L Stokes VP from 11.2018 to 6.27.19 - exclude emails sent to/received by Village council, staff, and attorney J. Jocks.	In progress - deadline for receipt of deposit is 9.19.19

Newberry Wastewater Treatment Plant

George Blakely Superintendent

August 2019 Report

Staff responded to a seal failure alarm. After investigating it was determined that we needed to have the pump serviced and it was sent out to Rasmussen Electrical.

We received a load of Ferrous Chloride that was dirty and had to be sent back. We will be reimbursed the cost of the chemical and for cleanup.

A draft copy of the Chlorine Room change over was sent to us from C2Ae. Everything is on schedule to this point.

Crane Engineering contacted us to report that our new RAS Pump was set to ship on 7/31/2019.

- Monthly report submitted to EGLE
- Staff Safety Meeting
- Routine Preventive Maintenance
- Changed raw sewage pump seal failure
- Painting

VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

Water & Light Foreman

Joe Lively

JULY 2019

- 9 New services for Charter Communications
- Meter reading
- Primary brushing (Section 3)
- Inventory
- Water meter reading
- July 4 parade
- Seasonal on/off's
- Trihalomethanes and halo acetic acids samples
- Partial flush (Tower, Section 2)
- Disconnects, nonpayment (13)
- Baci Samples
- Secondary brushing (Northline)
- Miss Digs
- Red tags
- Outage/callout (W. Truman/squirrel)
- Removed unused secondary lines (Northline-Dollarville)
- Water usage was 8.6 million gallons

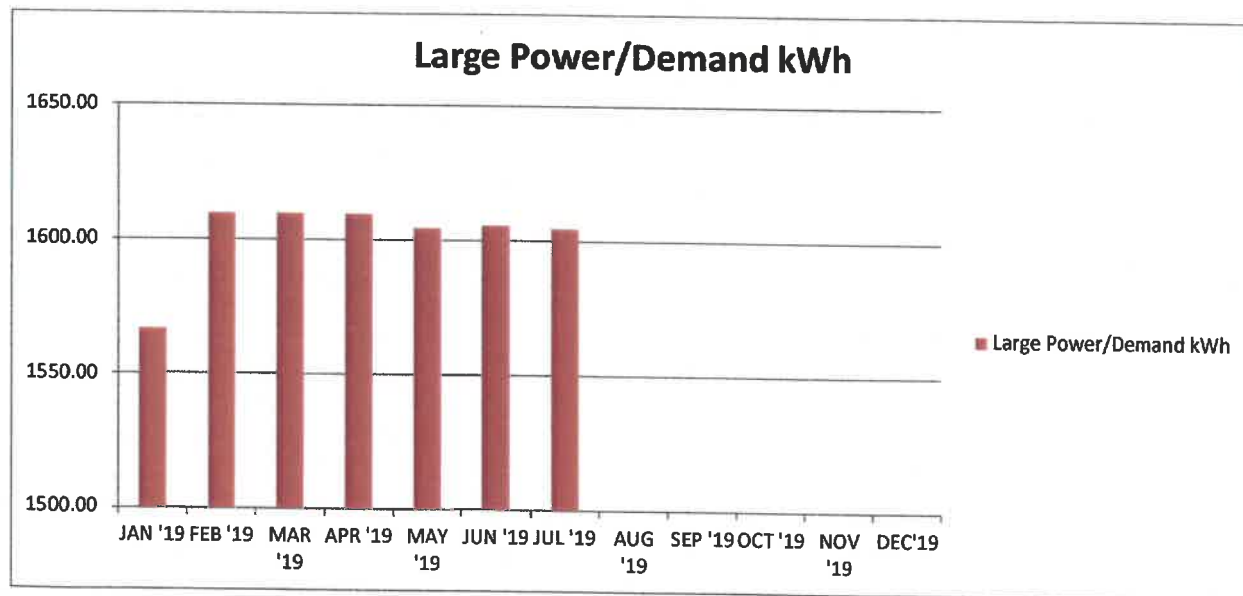
2019 - ELECTRIC CONSUMPTION / BILLING																	
2019	RESIDENTIAL					COMMERCIAL					LARGE POWER					DEMAND	
	ER	METERS	ER	EO	ER	EC	METERS	EC	FUEL ADJ	EC	AMT BILLED	LG	METERS	LG	AMT BILLED	FUEL ADJ	DEMAND
	KW		FUEL ADJ	BASE	AMT BILLED	KW						KW					KW
JAN	814308.00	1188	\$ 17,403.15	\$ 1,160.15	\$ 85,266.66	328583.00	210	\$ 7,007.66	\$ 40,334.69	581551.00	15	\$ 31,638.67	\$ 15,825.61	1567.00	13	\$ 14,344.16	
FEB	758225.00	1188	\$ 16,217.48	\$ 1,081.35	\$ 79,405.50	275482.00	208	\$ 5,864.06	\$ 34,167.79	459941.00	15	\$ 25,245.16	\$ 12,783.60	1610.00	13	\$ 14,656.35	
MAR	632228.00	1196	\$ 10,544.74	\$ 899.47	\$ 66,207.35	274463.00	207	\$ 4,571.48	\$ 34,044.94	480731.00	15	\$ 25,332.39	\$ 8,152.17	1610.00	13	\$ 14,646.51	
APR	687758.00	1188	\$ 11,473.95	\$ 978.65	\$ 72,020.51	260879.00	207	\$ 4,364.87	\$ 30,610.22	464458.00	15	\$ 24,478.59	\$ 7,920.20	1610.00	13	\$ 14,652.68	
MAY	583244.00	1189	\$ 9,730.89	\$ 830.02	\$ 61,076.90	267090.00	207	\$ 4,462.85	\$ 31,333.07	512409.00	15	\$ 26,990.87	\$ 8,539.07	1605.00	13	\$ 14,610.43	
JUN	574345.00	1190	\$ 9,583.04	\$ 817.18	\$ 60,099.81	236337.00	208	\$ 3,968.17	\$ 27,854.25	526257.00	15	\$ 27,713.48	\$ 8,870.46	1606.00	13	\$ 14,610.43	
JUL	507616.00	1192	\$ 8,469.39	\$ 722.47	\$ 53,084.65	241038.00	217	\$ 4,054.84	\$ 28,442.53	501500.00	15	\$ 26,408.65	\$ 8,373.24	1605.00	13	\$ 14,610.43	
AUG																	
SEPT																	
OCT																	
NOV																	
DEC																	
TOTAL	455724.00	8331.00	\$ 83,422.64	6489.29	\$ 477,161.38	1883872.00	1464.00	\$ 34,293.93	\$ 226,787.49	3526847.00	105.00	\$ 187,807.81	\$ 70,464.35	11213.00	91.00	\$ 102,130.99	
AVG	651103.4286	1190.143	11917.52	927.0414286	68165.91143	269124.5714	209.1429	4899.132857	32398.21286	503835.2857	15	26829.68714	10066.33571	1601.857	13	14590.14143	

TOTAL Kwh 9979.66
AVERAGE METERS 1427.285714

Water & Light

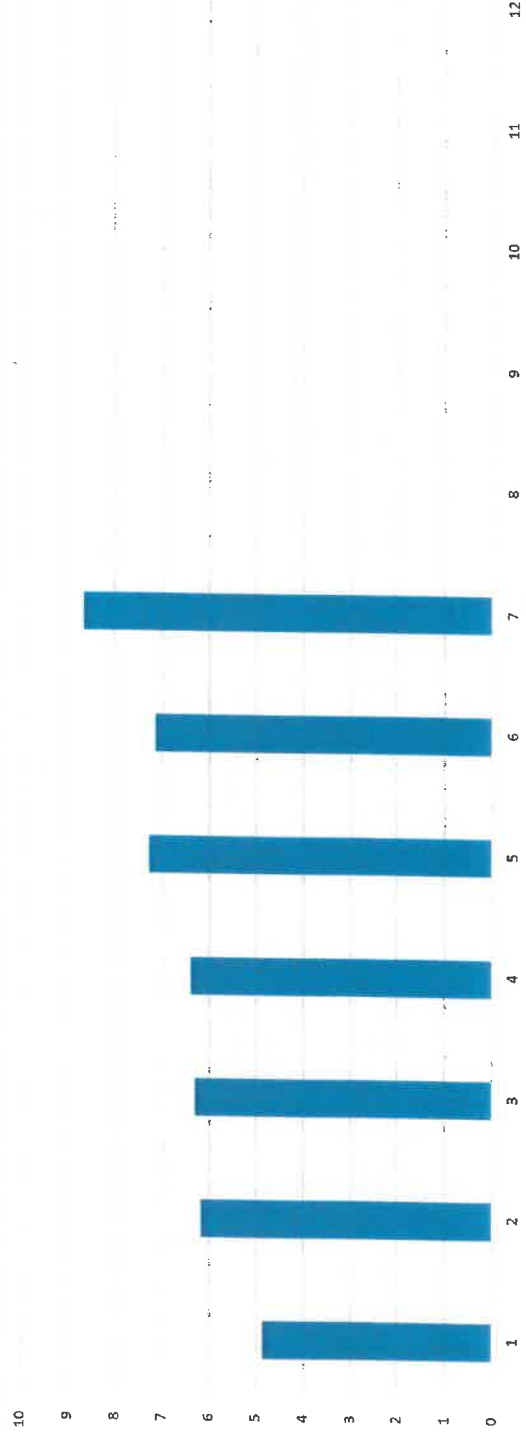
Electric Demand Report Large Power/Industrial 2019

MONTH:	LG POWER/INDUSTRIAL	BILLED AMOUNT
DEC '18	1596.00	\$ 14,580.32
JAN '19	1567.00	\$ 14,344.16
FEB '19	1610.00	\$ 14,656.35
MAR '19	1610.00	\$ 14,646.51
APR '19	1610.00	\$ 14,652.68
MAY '19	1605.00	\$ 14,610.43
JUN '19	1606.00	\$ 14,610.43
JUL '19	1605.00	\$ 14,610.43
AUG '19		
SEP '19		
OCT '19		
NOV '19		
DEC '19		



**Water & Light
Water Pumpage Report - 2019**

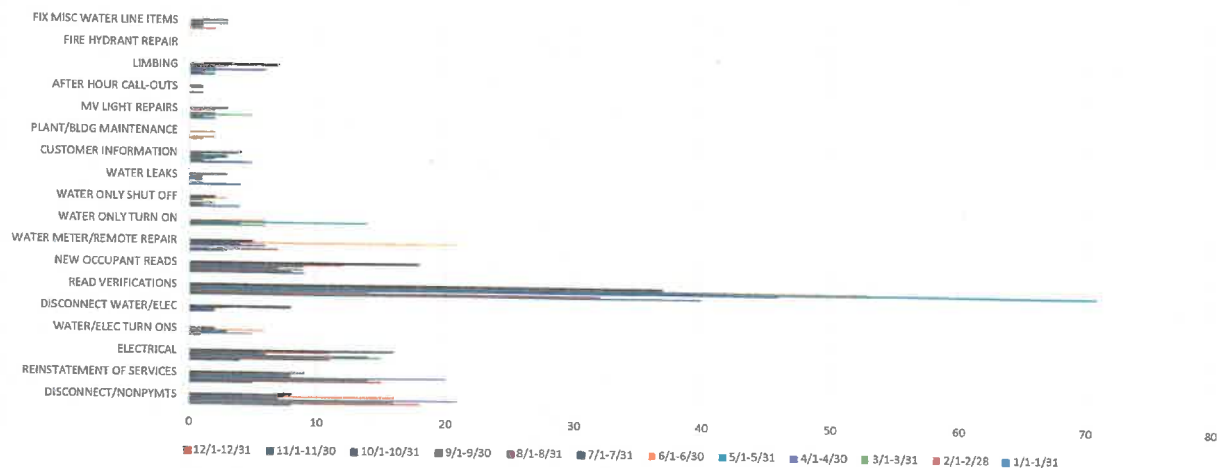
MONTH	PUMPAGE	X 1,000,000	1000'S GALS	GOAL	\$ BILLED FOR	GALS BILLED	LOSS	BILLED FOR	LOST REVENUE
JAN 19	4.8782	4878200	4878.2	\$ 79,400.00	\$ 77,749.00	4878.2	97.9%	1,036.65	\$ 1,651.00
FEB 19	6.1863	6186300	6186.3	\$ 79,400.00	\$ 77,275.29	6186.3	97.3%	1,030.34	\$ 2,124.71
MAR 19	6.3154	6315400	6315.4	\$ 79,400.00	\$ 77,524.70	6315.4	97.6%	1,033.66	\$ 1,875.30
APR 19	6.3991	6399100	6399.1	\$ 79,400.00	\$ 77,475.07	6399.1	97.6%	1,033.00	\$ 1,924.93
MAY 19	7.268	7268000	7268	\$ 79,400.00	\$ 77,190.16	7268	97.2%	1,029.20	\$ 2,209.84
JUN 19	7.144	7144000	7144	\$ 79,400.00	\$ 77,890.90	7144	98.1%	1,038.55	\$ 1,509.10
JUL 19	8.637	8637000	8637	\$ 79,400.00	\$ 77,547.46	8637	97.7%	1,033.97	\$ 1,852.54
AUG 19	0	0	0	\$ 79,400.00		0	0.0%	-	
SEP 19	0	0	0	\$ 79,400.00		0	0.0%	-	
OCT 19	0	0	0	\$ 79,400.00		0	0.0%	-	
NOV 19	0	0	0	\$ 79,400.00		0	0.0%	-	
DEC 19	0	0	0	\$ 79,400.00		0	0.0%	-	
				GOAL	\$ 952,800.00	\$ 542,652.58	% OF GOAL		
				BILLED TO DATE	\$ 542,652.58		57%		
				REMAINING NEEDED FOR BUDGET	\$ 410,147.42		6209	62.1%	1,033.57
46.828									



**Water & Light
Work Orders Report - 2019
July 2019**

CUSTOMER INFORMATION	1/1-1/31	2/1-2/28	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30	7/1-7/31	8/1-8/31	9/1-9/30	10/1-10/31	11/1-11/30	12/1-12/31
DISCONNECT/NONPYMTS	8	18	16	21	7	16	8					
REINSTATEMENT OF SERVICES	5	15	14	20	8	8	9					
ELECTRICAL	4	11	15	14	6	11	16					
WATER/ELEC TURN ONS	0	0	1	5	3	6	2					
DISCONNECT WATER/ELEC	0	0	0	2	2	3	8					
READ VERIFICATIONS	40	32	14	46	71	53	37					
NEW OCCUPANT READS	9	8	9	7	9	12	18					
WATER METER/REMOTE REPAIR	3	7	0	6	4	21	5					
WATER ONLY TURN ON	0	0	6	4	14	6	0					
WATER ONLY SHUT OFF	4	1	2	0	1	3	2					
WATER LEAKS	4	1	0	1	1	1	3					
CUSTOMER INFORMATION	5	1	2	3	3	1	4					
PLANT/BLDG MAINTENANCE	0	1	2	0	0	2	0					
MV LIGHT REPAIRS	2	1	5	2	0	2	3					
AFTER HOUR CALL-OUTS	0	0	1	0	0	1	1					
LIMBING	2	1	2	6	2	3	7					
FIRE HYDRANT REPAIR	0	0	0	0	0	0	0					
FIX MISC WATER LINE ITEMS	0	2	1	1	3	1	3					
TOTALS	86	99	90	138	134	150	126	0	0	0	0	0

Work Orders



WATER AND LIGHT MISS DIGS

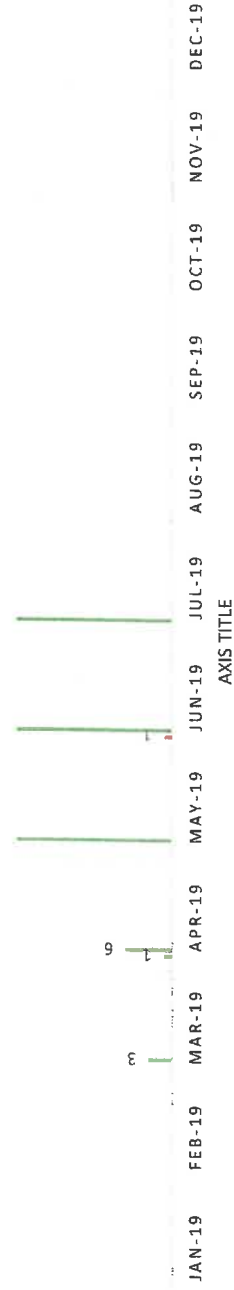
Water & Light Miss Digs July 2019



MISS DIGS	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
000 RESPONSE PENDING												
001 NO CONFLICT				1		1						
002 MARKED			3	6	24	32	25					
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED												
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED												
TOTALS	0	0	3	7	24	33	25	0	0	0	0	0

WATER & LIGHT

Series1 Series2 Series3 Series4 Series5 Series6 Series7 Series8 Series9 Series10 Series11 Series12 Series13 Series14 Series15 Series16



WATER AND LIGHT
MISS DIGS

DPW
MISS DIGS
July 2019

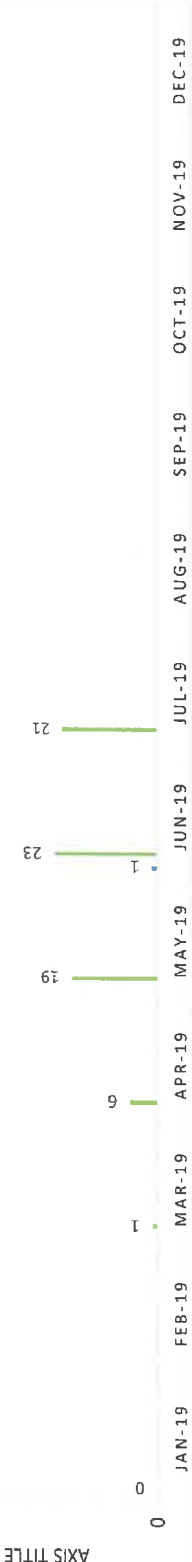


MISS DIGS	DEPARTMENT OF PUBLIC WORKS											
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
000 RESPONSE PENDING						1						
001 NO CONFLICT												
002 MARKED			1	6	19	23	21					
003 NOT COMPLETE												
004 MARKED-UTILITY REQUIRED ON SITE DURING EXCAVATION												
005 ON GOING COORDINATION												
006 NOT MARKED-NO ACCESS TO WORK AREA												
007 STATED SCOPE OF WORK COMPLETED												
008 FACILITY RESPONSE NOT REQUIRED												
009 ADDITIONAL LOCATING REQUIRED												
010 EXEMPT FROM MARKING												
013 CANCELED												
201 DESIGN-TASK FACILITIES												
202 DESIGN-TASK COMPLETED												
203 DESIGN-MARKING REQUIRED												
999 HAS NOT RESPONDED	0	0	1	6	19	24	21	0	0	0	0	0

DEPARTMENT OF PUBLIC WORKS



50



VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

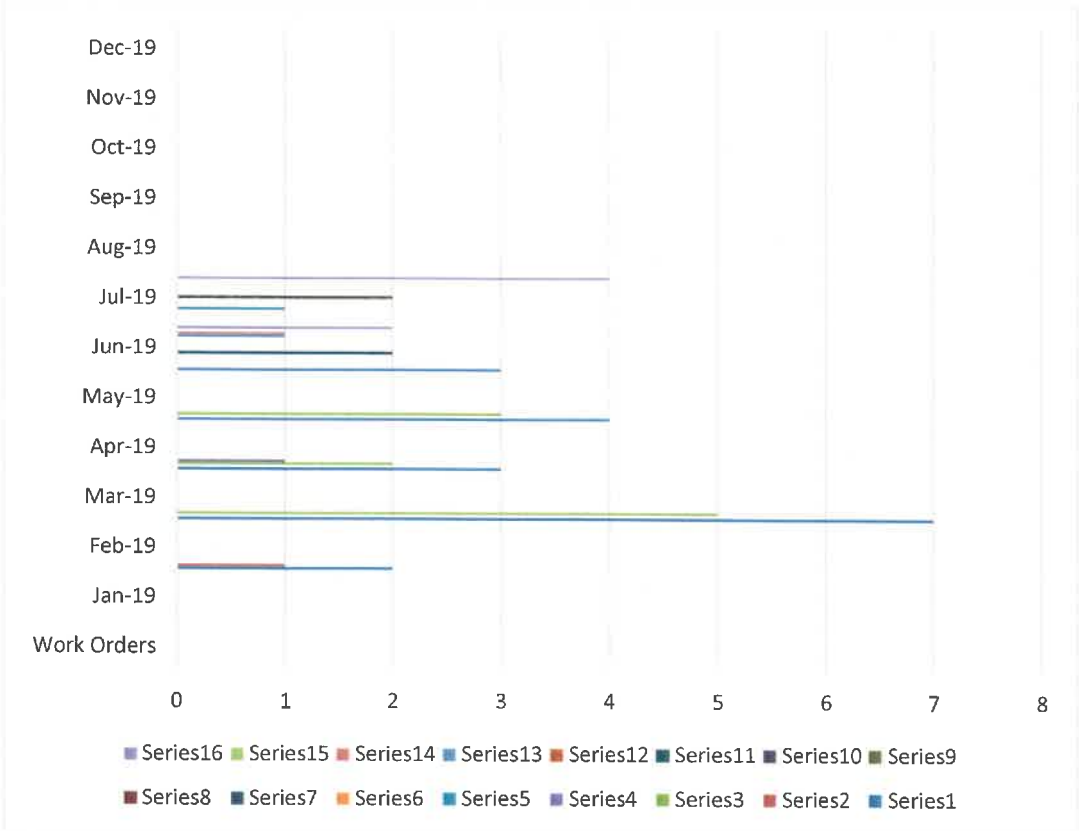
Newberry Council Meeting DPW monthly report

July 1 - July 31, 2019

- **Atlas Park**
 - Staff permanently installed the benches, grills and placed picnics tables.
 - Installed and landscaped 2 concrete ADA pathways from the parking lot to park to increase accessibility to the park.
 - Installed handicap parking space in parking lot.
 - Repaired the corner of the basketball court, where the asphalt had sunken in.
- Swept Fire Dept. parking lot, in prep for the 1st Annual Fire Dept. Open house and BBQ
- MissDigs
- Garbage pick up
- Work Orders
- Mowed parks and weed whipped

DPW

Work Orders	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
SEWER		2	7	3	4	3						
GARDEN CLUB PLANTERS		1										
STREETS - PLOWING			5	2	3							
SIDEWALK				1								
GARBAGE							1					
BIKE RACK												
ALLEY & ALLEY CLEAN UP						2						
BRUSH CLEANUP												
TREES AND STUMPS							2					
PARKS												
SANI-STORM												
VON-ADMIN BLDG												
CEMENT RETAINERS-LINK						1						
SIGNS						1						
STREETS-SWEPT-HOLES												
BARRICADES						2	4					
TOTALS		3	12	6	7	9	7					



VILLAGE OF NEWBERRY



302 East McMillan Avenue, Newberry, MI 49868 Phone: 906-293-3433 Fax: 906-293-8890

Superintendent of Parks & Recreation Village Manager Updates Village Council Board Meeting – August 20, 2019

Note: Request motions from the Council on items A(d) and A(f). Accompanying documentation is provided under the agenda items listed under Unfinished Business.

A. Parks & Recreation – Request motion under item d and f

- a. The fencing as required for closing out the DNR grant has been ordered for Atlas Park and installation is expected for September.
- b. Both vendors resubmitted bids based on the revised scope and Kivisto Tree Service, LLC was the lowest bid. The bid documents were sent to DNR for approval which was signed and received back from Merrie Carlock on July 8, 2019.
- c. According to the grant requirements and the Village Council purchasing policies, the Village Council must approve the lowest bidder prior to any work beginning at the TORC.
- d. On the agenda under Unfinished Business: Requesting a motion from the Village Council to approve the lowest bidder, Kivisto Tree Service, LLC, to perform the work for the final stage of the TORC project.
- e. Refer to DNR approval form located under Unfinished Business item: TORC Contractor Award Approval.
- f. On the agenda under Unfinished Business: Requesting a motion to approved disbursements for TORC totaling \$50,518.50. These funds will be reimbursed from the DNR grant but they must be spent first. The TORC DNR grant must be closed out by October or the Village could be liable for repaying the full amount awarded \$300,000. The approval of Kivisto and the approval of the disbursements are time sensitive.

B. Audit & Financial Updates

- a. 2018 Audit:
 - i. The Village is waiting for the final paper versions to be sent.

C. Building Damage

- a. Demolition has been completed on the building
- b. The floor tiles are remaining to be removed and that will be done by a certified asbestos removal firm. Once the floor tiles are removed that will complete the project being managed by the insurance company.
- c. Any further progress will be determined by the Village Council.
- d. If the Council decides to rebuild, then a scope of work will need to be developed detailing what type of building will be constructed. Then that will need to go out for bids and then the Council may award the contract.
- e. An inspector from Michigan OSHA conducted an investigation on the building and the Village was determined to be in compliance. Refer to letter following this report.

D. Legal

- a. Pentland Township Non-Payment for Services: As of August 20, 2019, Pentland Township still had an outstanding balance for sewer services received for 2018 of \$146,831.95 and no payments have been received for 2019 services either.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 31, 2019

Dr. Jennifer James-Mesloh, Village Manager
Village of Newberry
302 East McMillan Avenue
Newberry, MI 49868

RE: Inspection I#1415402(A51)

Dear Dr. James-Mesloh:

On July 15, 2019, in response to a complaint, the Michigan Occupational Safety and Health Administration (MIOSHA), Construction Safety and Health Division began an investigation at your worksite located at 310 East McMillan Avenue, Newberry, Michigan.

As a result of our investigation, no violations of MIOSHA regulations were identified. You may therefore consider this letter as the final closing for this case investigation.

Enclosed you may find recommendations and supplemental information on occupational safety and health.

MIOSHA standards as well as additional training materials are available online at www.michigan.gov/miosha. You may also wish to contact the MIOSHA Consultation, Education and Training (CET) Division. The CET Division conducts safety and health surveys in the workplace (full or partial) without fines or penalties, at no charge, and can be reached by calling (517) 284-7720.

If you have any questions concerning these matters, please contact me at (517) 284-7680. Your personal support and interest in the safety and health of your employees is appreciated.

Sincerely,

Michael T. Mason

Michael T. Mason, Health Manager
Construction Safety and Health Division

MTM:lv

MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
CONSTRUCTION SAFETY AND HEALTH DIVISION – ASBESTOS PROGRAM
530 W. ALLEGAN • P.O. BOX 30671 • LANSING, MICHIGAN 48909-8171
OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER AVENUE • LANSING, MI 48906
www.michigan.gov/asbestos • 517-284-7680 • Fax: 517-284-7700 • Email: asbestos@michigan.gov
LARA is an equal opportunity employer/program.

**Village of Newberry
Management Committee Meeting Minutes
Wednesday, August 14, 2019
1:00 PM**

1. Called to order at 1:06 PM
2. Present: Catherine Freese, Lori Stokes and Allison Watkins
Dan Hardenbrook arrived at 1:15 PM
3. Public Comment: none present
4. Unfinished Business:
 - a. Rules and Procedures – reviewed and edited will forward to Village Attorney for approval.
 - b. Village Manager Annual Evaluation format – have been waiting for Village Attorney's review and approval. Nothing heard back from attorney to date. Will proceed with presenting it to council.
 - c. Ethics Policy – reviewed and edited.
6. New Business:
 - a. Submitted Complaint reviewed and determined that at the time of the incident the rules presented by Mr. Dishaw had not yet been approved or put into effect.
 - b. Discussed need for a podium for public to use when making public comments during meetings.
5. Public Comment: none present
6. Adjourned at 2:50 PM.



ANNUAL
VILLAGE
MANAGER
EVALUATION
2019

Evaluation Instructions

This evaluation is an annual critical look at the performance of the Village Manager. This is also an introspective look at the relationship between the Village Council and the Village Manager; a communication and an opportunity on the part of the Village Council to align expectations. It is an opportunity to re-establish the goals and objectives for the Village of Newberry. It should be a positive exchange and learning process for both parties.

Responsibilities

To provide an accurate evaluation, all Village Council members should keep personal notations on a minimum of a monthly basis to be able to refresh individual memories at the time the annual evaluation process begins. These personal notations should not be shared with other members of the Village Council. In order to meet the objectives of a fair and unbiased evaluation it is important to have evaluations from all members.

Forms and Process

The following evaluation will consist of several categories for which the Village Manager is responsible or has regular involvement. A ten-point assessment scale is provided in order to provide a numerical value to each question and/or category. A score of 1 would be unsatisfactory while a score of 5 would be exceptional.

Evaluations will be signed and should be completed independently. Comments in the comment area should be used to support numerical point assessments. All evaluations will be submitted to the Village President for tabulation. After tabulation, a meeting will be set for an oral evaluation based on written evaluations. This meeting will be closed session at the request of the Village Manager. It is hoped that a positive free flowing oral discussion will provide the Village Manager with the direction of the Village Council for the future.

To aid in the discussion of the evaluation, the Village Manager will use the same form for a self-evaluation. The Village Manager's self-evaluation will be completed and given to the Village President prior to the evaluation forms being sent to the Village Council. Each member of the Village Council will receive the Village Manager's self-evaluation and Job Description, along with a blank evaluation form to be completed and returned to the Village President for tabulation. The Village Manager's self-evaluation will be returned at the time of the evaluation meeting.

The Village President will provide a Tabulation Summary Page to Village Manager and each member of the Village Council. This page will include individual council members (but not identified by name) scoring, as well as a combined score of the Village Council. Also, on this page will be the Village Manager's self-evaluation score. Additionally, there will be a summary of notations, listed by question categories, or Village Council comments. After the oral evaluation, the Tabulation Summary, subject to changes by the Council at the evaluation, will be kept as a permanent record. The evaluations themselves will be destroyed.

There are no perfect evaluations, but this should be a thoughtful, sensitive, positive and effective attempt to move forward the needs of the Village of Newberry.

VILLAGE OF NEWBERRY

VILLAGE MANAGER

EVALUATION

RATING:

1. Unsatisfactory
2. Needs strengthening
3. Satisfactory Performance
4. Good Performance
5. Outstanding Performance

COMPILED RATE:
MANAGER SELF RATE:

Organizational Management	RATING				
	1	2	3	4	5
1. Provides that the organization does not violate agreement or appropriate established procedures.					
2. Plans and organizes ongoing programs and services to the Village Council.					
3. Plans and organizes areas of concern brought to the attention of the Village Manager by the Village Council or responses to public requests.					
4. Evaluates new and innovative technology as it may relate to areas of concern in the improvement of the Village.					
COMMENTS/SUGGESTIONS:					
Fiscal Management	RATING				
	1	2	3	4	5
1. Includes the Village President and Village Council in preparations of the annual budget.					
2. Plans and prepares the annual budget with the input of the Village President and the Village Council with documentation and full explanation of the annual budget.					
3. Administers the adopted budget within the framework of the approved revenues and expenditures.					
4. Plans and provides for a system of reports, as requested, for the Village Council to evaluate expenses and revenues.					
5. Prepares and presents to the Village Council appropriate budgetary transfers, as necessary.					
6. Plans and provides for necessary information for the Village Council which requires bonding or borrowing of funds for long term projects.					

7. Plans for, organizes and supervises the most economical utilizations of manpower, materials and equipment for Village services.					
8. Plans and provides for future economic growth in relationship to projected revenues and expenditures.					
COMMENTS/SUGGESTIONS:					
Intermediate and Long-Range Planning	RATING				
	1	2	3	4	5
1. Plans and organizes a process of program planning in anticipating the future of the Village.					
2. Plans and organizes maximum utilization and maintenance of Village owned equipment.					
3. Plans and organizes a program of addressing the current needs and requirements of infrastructure and infrastructure needs of the future.					
4. Has a vision of the future for the Village of Newberry and shares that vision with the Village Council and the public.					
5. Keeps the Village President and Village Council aware of new or impending legislation, potential grants and developments in the public policy, which may have an impact on the Village.					
6. Maintains knowledge of new technologies, systems and methods that may enhance the Village's economics.					
7. Carries out intermediate and long-range planning concerns approved by the Village Council.					
COMMENTS/SUGGESTIONS:					

Intergovernmental Relationships	RATING				
	1	2	3	4	5
1. Maintains awareness of developments and plans in other jurisdictions, which may impact the Village.					
2. Maintains communication with governmental jurisdictions in area of service that improves or enhances Village programs					
3. Initiates communication with other governmental entities or outside parties, which the Village may be involved with or become involved.					
4. Attends and relays appropriate information from current intergovernmental agreement meetings to the Village Council.					
5. Willingness to participate with other governmental entities in sharing resources or equipment.					
COMMENTS/SUGGESTIONS:					
Relationship with the Public	RATING				
	1	2	3	4	5
1. Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to perception exist in employees that are in contact with the public.					
2. Establishes and maintains an image of the Village of Newberry to the community that represents service, enthusiasm and professionalism.					
3. Establishes and maintains a liaison with private organizations, service groups or individuals involved in areas of concern that relate to the service or activities of the Village.					
4. Promote and provide information to public inquiries regarding activities, services or potential employment development with the Village.					
COMMENTS/SUGGESTIONS:					

Management of Employees and Relationship	RATING				
	1	2	3	4	5
1. Plans, organizes and maintains training of employees through in-house training or outside training.					
2. Maintains regular staff meetings.					
3. Maintains contact and professional interaction with subordinates at all levels of the organization.					
4. Ability to appropriately motivate and discipline employees for peak performance.					
5. Equitably handles problem of grievances among subordinate employees.					
6. Maintains an organization that is efficient, helpful and courteous to the public and to the employees.					
7. Provides for annual evaluation of all employees.					
COMMENTS/SUGGESTIONS:					

Relationship with Village Council	RATING				
	1	2	3	4	5
1. Maintains effective communication, both verbal and written with the Village Council.					
2. Maintains availability to the Village Council.					
3. Provides information needed for Village Council action in a timely manner.					
4. Establishes a system of reporting to the Village Council the current plans and activities of the Village.					
5. Provides for clear presentations to the Village Council in the most concise, clear and comprehensive manner possible.					
6. Provides the Village Council with all perspectives of an issue and provides a recommendation and reason to support that recommendation.					
7. Always prepared to answer questions of the Village Council.					
COMMENTS/SUGGESTIONS:					

Professional Development	RATING				
	1	2	3	4	5
1. Is the Village Manager viewed with respect as compared to others in Public Administration?					
2. Does the Village Manager enthusiastically seek and support professional improvement through pertinent seminars and conferences?					
3. Does the Village Manager deal effectively with other governmental managers?					
4. Is the Village Manager always interested in learning new techniques or envisioning new ways to conduct business?					
COMMENTS/SUGGESTIONS:					

Personal Characteristics	RATING				
	1	2	3	4	5
1. Imagination: Does the Village Manager show originality in approaching problems? Is she able to visualize the implications of various approaches?					
2. Objectivity: Is the Village Manager unemotional and unbiased? Does she take a rational viewpoint based on facts and qualified opinions?					
3. Drive: Is the Village Manager energetic, willing to spend whatever time is necessary to do a good job?					
4. Decisiveness: Is the Village Manager able to reach timely decisions and initiate action?					
5. Attitude: Is the Village Manager enthusiastic, cooperative and willing to adapt?					
COMMENTS/SUGGESTIONS:					

OTHER COMMENTS THAT MAY BE RELEVANT TO THIS EVALUATION:

Signature

Date

VILLAGE OF NEWBERRY



CODE OF CONDUCT FOR ELECTED OFFICIALS

Prepared by the Village of Newberry Council
Management Committee

Code of Conduct for Elected Officials

The Three R's of Government Leadership: Roles, Responsibilities, and Respect

General Village Law and the Michigan Municipal League provides detailed information on the roles and responsibilities of Council Members, President Protem, and President. The Village's Rules of Conduct provides guidance on ethical issues and questions of right and wrong. Until now, what has not been clearly written down is a Code of Conduct for Newberry's elected officials.

This Code of Conduct is designed to describe the manner which Council Members should treat one another, Village staff, constituents, and others they may meet while representing the Village of Newberry.

The contents of this Code of Conduct include:	Pages
• Overview of Roles and Responsibilities	3-4
• Policies and Protocol Related to Conduct	4-6
• Council Conduct with One Another	6-7
• Council Conduct with City Staff	7-8
• Council Conduct with the Public	9-10
• Council Conduct with Other Public Agencies	11
• Council Conduct with Boards and Committees	11-12
• Council Conduct with the Media	12-13
• Sanctions	13-14
• Principles of Proper Conduct	14-15
• Checklist for Monitoring Conduct	15
• Glossary of Terms	15-16

The constant and consistent theme through all the conduct guidelines is "respect." Council Members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials must exhibit appropriate behavior. Demonstrating respect for every individual through words and actions is a touchstone that can help guide Council Members to do the right thing in even the most difficult situations.

Overview of Roles & Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the resources from organizations such as the Michigan Municipal League (MML) and the General Village Law Handbook (GVL).

PRESIDENT

- Acts as the official head of the Village for all ceremonial purposes.
- Chairs Council meetings.
- Calls for special meetings.
- Recognized as the spokesperson for the Village.
- Selects substitutes for Village representation when unable to attend.
- Makes judgement calls on proclamations, Special Orders of the Day, etc.
- Recommends subcommittees as appropriate for Council approval.
- Leads the Council into an effective, cohesive working team.
- Signs documents on behalf of the Village.
- Serves as official delegate of the Village.

PRESIDENT PRO TEM

- Is appointed by the Council and serves at the pleasure of the Council.
- Performs the duties of the President if the President is absent or disabled.
- Chairs Council meetings at the request of the President.
- Represents the Village at ceremonial functions at the request of the President.

ALL COUNCIL MEMBERS

All members of the Village Council, including the President and President Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Fully participate in Village Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Be available to attend all Village Council meetings or assigned committee meetings. While the occasional absence for valid reasons is acceptable, chronic absenteeism will not be tolerated.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the Village at ceremonial functions at the request of the President.

- Be respectful of other's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Newberry government.
- Provide contact information with the Village Clerk in case an emergency or urgent situation arises while the Council Member is out of town.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct.

MEETING CHAIR

The President will chair official meetings of the Village Council, unless the President Pro Tem or another Council Member is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers.
- Keeps discussion and questions focused on specific agenda item under consideration.
- Makes parliamentary rulings with advice, if requested, from the Village Clerk who acts as an advisory parliamentarian. Chair rulings may be overturned if a Council Member makes a motion as an individual and a majority of the Council votes to overrule the Chair.

FORMER COUNCIL MEMBERS

Past members of the Village Council who speak to the current Village Council about a pending issue should disclose who they are speaking on behalf of (individual or organization).

Policies & Protocol Related to Conduct

Ceremonial Events

Requests for a Village representative at ceremonial events will be handled by Village staff. The President will serve as the designated Village representative. If the President is unavailable, Village staff will determine if event organizers would like another representative from the Council. If yes, the President will recommend which Council Member should be asked to serve as a substitute. Invitations received at the Village Office are presumed to be for the official Village representative. Invitations addressed to Council Members at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures

Council Members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. Village staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the President unless the President requests that they be signed by another Council Member or Village staff. If correspondence is addressed only to one Council Member, that Council Member should check with staff on the best way to respond to the sender.

Endorsement of Candidates

Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official Village meetings.

Intergovernmental Relations

The Council will hold an annual meeting on intergovernmental relations (IGR) to assign specific Council Members to take a leadership role on new issues and to hear updates on pending issues. A Chair for each Council Subcommittee should be selected at the first meeting of the Subcommittee after the IGR assignments are made.

Legislative Process

The Village uses parliamentary procedure for meeting management.

Non-agenda Items

During a designated public comment portion of the agenda, citizens, Council Members, and staff may bring forth issues of questions that are not on the meeting's agenda. Topics should be legislative items requiring action by the President or the Council, study issues for future consideration, and requests for information. Each speaker, citizen, or elected official, will be limited to three minutes.

Public Announcements in Council Meetings

Council Members who want to speak first during the Public portion of the Council meeting should notify the Chair in advance. Otherwise, Council Members will be recognized when the Chair acknowledges them. Council Members, like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each and should keep the focus on matters of community-wide interest.

Public Comment Protocol

Council Members will not express opinions during the public comment portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Council Members are not appropriate until after the close of the public comment portion of the meeting. Council Members should refrain from arguing or debating with the public during public comment and shall always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for a point of order. Only Council Members who voted on the prevailing side may make motions to reconsider. Council Members who desire to make the first motion on issues which they feel strongly about should discuss their intention with the Chair in advance of the Council meeting.

Travel Expenses

The policies and procedures related to the reimbursement of travel expenses for official Village business by Council Members are outlined in the Village Policy. All Council travel in excess of the allowed budget, in which the Council Member expects to officially represent the Village and/or be reimbursed by the Village for travel costs, must be approved in advance by the Council. The travel policy and budget for Council should be reviewed at each annual budget cycle.

Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may “agree to disagree” on contentious issues.

IN PUBLIC MEETINGS

- **Use formal titles**

The Council should refer to one another formally during public meetings as President, President Pro Tem or Council Trustee followed by the individual’s last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a specific viewpoint, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the command of Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Council Members**

If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the whole community.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and e-mail**

Technology allows words written or said without much forethought to be distributing wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially “public” communication.

- **Even private conversations can have a public presence**

Elected officials are always on display. Their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Council Conduct with Village Staff

Governance of the Village relies on the cooperative efforts of elected officials, who set policy, and Village staff, who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by all individuals for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of all individuals is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific Village staff**

Questions of Village staff and/or requests for additional background information should be directed only to the Village Manager.

Requests for follow-up or directions to staff should be made only through the Village Manager when appropriate. When in doubt about what staff contact is appropriate, Council Members should ask the Village Manager for direction. Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt Village staff from their job**

Council Members should not disrupt Village staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a Village employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Village Manager through private correspondence or conversation.

- **Do not get involved in administrative functions**

Council Members must not attempt to influence Village staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of licenses and permits.

- **Check with the Village Manager on correspondence before taking an action**

Before sending correspondence, Council Members should check with the Village Manager to see if an official response has already been sent or is in progress.

- **Do not attend meetings with Village staff unless requested by staff**

Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for additional staff support, even in high priority or emergency situations, should be made to the Village Manager who is responsible for allocating Village resources in order to maintain a professional, well-run government.

- **Do not solicit political support from staff**

Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Village staff. Village staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council Conduct with the Public

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

Even those who are used to standing in front of a group or giving presentations may find themselves anxious when speaking to the Council. The way the Council treats people during public comment can do a lot to make the speaking public either relax or push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

Any member of the public who wishes to speak during public comment times should be given the same amount of time to speak. It's not the public's fault if the meeting is running longer than expected and they should not be penalized for it. The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during public comment unless the Council requests additional clarification later in the process. A speaker may not yield their time to another speaker. After the close of public comment, no more public testimony will be accepted unless the Chair reopens public comment for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers when Council Members do not look at them when they are speaking. It is fine to look down at documents or make notes but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair, not individual Council Members, can interrupt a speaker during a presentation. However, a Council Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members' personal opinions or inclinations about upcoming votes should not be revealed until after public comment is closed.

- **No personal attacks of any kind, under any circumstance**

Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The Village Clerk serves as advisory parliamentarian for the Village and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Chair, subject to the appeal of the full Council.

IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council**

Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Village policy and to refer to Village staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Village staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

- **Make no personal comments about other Council Members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

- **Remember that Newberry is a small town**

Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper decorum in the Village of Newberry. Honesty and respect for the dignity of individuals should be reflected in every word and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Council Conduct with Other Public Agencies

- **Be clear about representing the Village or personal interests**

If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Village; 2) whether this is the majority or minority opinion of the Council.

If the Council Member is representing the Village, the Council Member must support and advocate the official Village position on an issue, not a personal viewpoint.

If the Council Member is representing another organization whose position is different from the Village, the Council Member should withdraw from voting on the issue if it significantly impacts or is detrimental to the Village's interest. Council Members should be clear about which organizations they represent and inform the President and Council of their involvement.

- **Correspondence also should be equally clear about representation**

Village letterhead may be used when the Council Member is representing the Village and the Village's official position. A copy of official correspondence should be given to the Village Clerk to be filed in the Clerk's Office as part of the permanent public record.

Council Members may not use Village letterhead for correspondence of Council Members representing a personal point of view, or a dissenting point of view from an official Council position.

Council Conduct with Boards and Committees

The Village has established several Boards and Committees as a means of gathering more community input. Citizens who serve on Boards and Committees become more involved in government and serve as advisors to the Village Council. They are a valuable resource to the Village's leadership and should be treated with appreciation and respect.

- **If attending a Board or Committee meeting, be careful to only express personal opinions**

Council Members may attend any Board or Committee meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business, or developer – could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board or Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Village Council.

- **Limit contact with Board and Committee members to questions of clarification**

It is inappropriate for a Council Member to contact a Board or Committee Member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact Board or Committee members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Committees serve the community, not individual Council Members**

The Village Council appoints individuals to serve on Boards and Committees, and it is the responsibility of Boards and Committees to follow policy established by the Council. But Board and Committee members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Committee should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Committee appointment should not be used as a political “reward.”

- **Be respectful of diverse opinions**

A primary role of Boards and Committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Committees but must be fair and respectful of all citizens serving on Boards and Committees.

- **Keep political support away from public forums**

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Committee members who are running for office, but not in an official forum in their capacity as a Council Member.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board or Committee member should be noted to the President, and the President should counsel the offending member.

Council Conduct with the Media

Council Members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go “off the record”**

Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The President is the official spokesperson for the representative on Village position**

The President is the designated representative of the Council to present and speak on the official Village position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official Village position or a personal viewpoint. All media requests for interviews, announcements, or documents should be directed to the Village President. The Village President should designate which Council Members should respond to the request or decide if the request should be forwarded to the Village Manager for response.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior**

Council Members should refer to the Village Manager any Village staff or to the Village Attorney any Village Attorney's staff who do not follow proper conduct in their dealings with Council Members, other Village staff, or the public. These employees may be disciplined in accordance with standard Village procedures for such actions. (Please refer to the section on Council Conduct with Village Staff for more details on interaction with Staff.)

- **Council Members Behavior and Conduct**

Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Village of Newberry or with inter-government agencies) or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Council Members should point out to the offending Council Member infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the President in private. If the President is the individual whose actions are being challenged, then the matter should be referred to the President Pro Tem.

It is the responsibility of the President to initiate action if a Council Member's behavior may warrant sanction. If no action is taken by the President, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the President or Council Members, the alleged violation should be referred to the President. The President should ask the Village Manager and/or the Village Attorney to investigate the allegation and report the findings to the President. It is the President's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

Principles of Proper Conduct

Proper conduct IS...

- Keeping promises.
- Being dependable.
- Showing consistent attendance and participation
- Building a solid reputation.
- Participating and being available.
- Demonstrating patience.
- Showing empathy.
- Holding onto ethical principles under stress.
- Listening attentively.
- Studying thoroughly.
- Keeping integrity intact.
- Overcoming discouragement.
- Going above and beyond, time and time again.
- Modeling a professional manner.

Proper conduct IS NOT...

- Showing antagonism or hostility.
- Refusing to attend or participate.
- Deliberately lying or misleading.
- Speaking recklessly.
- Spreading rumors.
- Stirring up bad feelings or divisiveness.
- Acting in a self-righteous manner.

It all comes down to respect!

Respect for one another as individuals. Respect for the validity of different opinions. Respect for the democratic process. Respect for the community that we serve.

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights, or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I will have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Glossary of Terms

Attitude	The manner which one shows one's dispositions, opinions, and feelings.
Behavior	External appearance or action; manner of behaving; carriage of oneself.
Civility	Politeness, consideration, courtesy.
Conduct	The way one acts; personal behavior.
Courtesy	Politeness connected with kindness.
Decorum	Suitable; proper; good taste in behavior.
Manners	A way of acting; a style, method, or form; the way in which things are done.

Point of Order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration.
Point of Personal Privilege	A challenge to a speaker to defend or apologize for comments that a fellow Council Member considers offensive.
Propriety	Conforming to acceptable standards of behavior.
Protocol	The courtesies that are established as proper and correct.
Respect	The act of noticing with attention; holding in esteem; courteous regard.



Michigan Department of Natural Resources - Grants Management

NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.

GRANTEE: VILLAGE OF NEWBERRY	PROJECT NO: TF11-0068	PROJECT NAME: TAHQUAMENON OUTDOOR RECREATION COMPLEX
--	---------------------------------	--

COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT

SECTION A

I propose to award contracts to the following contractors, after DNR concurrence with this proposed selection and in accordance with the procedures specified in the *Development Project Procedures booklet* (IC1912).
Attached is a copy of the bid or quote tabulation.

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1. KIVISTO TREE SERVICE, LLC	\$ 82,436.25	Athletic field, Challenge course, Play area,	July 16, 2019
2.	\$	MNRTF Sign, Disc Golf, Trailhead & Links,	
3.	\$		
4.	\$		

SECTION B

Please check all that apply:

Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.

I propose to award the bid to the second lowest bidder, upon concurrence by the DNR; attached to this Notification is written justification for rejecting the lowest bid.

CERTIFICATION

I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the *Development Project Procedures booklet* and the *Project Agreement*. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.

Allison L. Waddins

Grantee's Signature (REQUIRED)

JULY 8, 2019

Date

Return this completed notification along with all required attachments to:

Grants Management
Michigan Department of Natural Resources
Po Box 30425
Lansing MI 48909-7925

Upon concurrence by DNR,
a copy of this approved
notification will be returned
to the Grantee

FOR DNR USE ONLY

The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above

[Signature]
DNR Grant Coordinator

July 8, 2019
Date



Penchura_{LLC}

Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Invoice

Date	Invoice #
8/12/2019	19-418-2

Bill To
Kivisto Tree Services LLC John Kivisto 10895 Spencer Rd Brighton, MI 48114 United States

Ship To
TORC Newberry, MI 49869

P.O. Number	Terms	Rep	Ship
	50/50 w-Credit App	DS	8/12/2019

Quantity	Item Code	Description	Price Each	Amount
1	FitCore Extreme	Landscape Structures FitCore Extreme per design D18-0206-1 * Quintuple Steps (13+) DB * A-Frame Cargo Net (13+) DB * Angled Balance Beam (13+) DB * Wheel Bridge (13+) DB	21,610.00	21,610.00T
1	PlayBooster	Kids Fit PlayBooster Playground per design D18-208-1 (ages 5-12) * Ring Tangle Climber-Ground Level * Curved Balance Beam * 16" Pod Climber * Climbing Wall * Overhead Trekker Ladder w/o Deck Connections * E-Pod Seat	8,235.00	8,235.00T
98	119214A	Tuff Timbers 4' Length, 12"	47.00	4,606.00T
98	100626A	30" Galvanized Stakes	13.00	1,274.00T
	Freight	Freight	2,500.00	2,500.00T
	Note	Village of Newberry to provide volunteers, hole prep, and concrete for supervised build	0.00	0.00T
	Ship/Receive Note	Upon arrival of your shipment, inspect packages and note any damage prior to signing, then call our office if necessary. If damages are not noted upon delivery, the manufacturer may not cover replacement fees. Thank you. MI Sales Tax	0.00	0.00T
			6.00%	2,293.50

It's a pleasure working with you!

Total \$40,518.50

Payments/Credits \$0.00

Balance Due \$40,518.50

Phone #	Fax #
810-229-6245	810-229-6256

Web Site
www.penchura.com

Kivisto Tree Service, LLC

10895 Spencer Rd
Brighton, MI 48114

Invoice

Date	Invoice #
8/12/2019	382

Bill To
Village of Newberry Allison Watkins

P.O. No.	Terms	Project
	Net 15	19-08 Newberry

Quantity	Description	Rate	Amount
4,000	3-inch Topsoil, Seed & Mulch	2.50	10,000.00
Partial invoice for rough grading soccer field		Total	\$10,000.00



July 30, 2019

Mr. Buck Vallad
Assistant Village Manager
Village of Newberry
302 East McMillan Avenue
Newberry, Michigan 49868

RE: Proposal for Water System Asset Management Plan Services

Dear Mr. Vallad:

OHM Advisors (OHM) is pleased to submit this proposal for professional services for the Village of Newberry (Village) Water System Asset Management Plan assistance. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is requiring a revision to the Asset Management Plan (AMP) previously sent. EGLE reviewed the AMP and found that the content did not meet the requirements outlined in the Safe Drinking Water Act 1976 PA 399, as amended; R 325.11606, Community water supplies; additional general plan requirements; asset management program; capital improvements plan of 1979 Administrative Code. EGLE is requesting that the Village of Newberry revise the original AMP submittal with required Asset Inventory, Criticality Assessment, and the Funding Structure and Rate Methodology by September 1, 2019. EGLE also encourages the Village to include service lines in the inventory following recent updates to Michigan's Lead and Copper Rule. These updates require the presence of lead service lines to be prioritized in the asset criticality in the AMP by January 1, 2021.

PROJECT UNDERSTANDING

The Village of Newberry has successfully fulfilled certain required portions of the AMP, but needs assistance with the following components to meet the EGLE requirements:

- Details of the system used to maintain **inventory** of assets
- Description of the methodology to assess **criticality** considering likelihood and consequence of failure
- Summary of the **Funding Structure and Rate Methodology** to provide sufficient resources to implement the AMP.

Optional:

EGLE has also encouraged the Village to include the lead service lines in the asset inventory to comply with Michigan's Lead and Copper Rule that requires the presence of lead service lines to be a factor in prioritizing asset criticality in the AMP by January 1, 2021. OHM would undertake the following tasks if the Village would like additional assistance at this time or at a future date:

- Add service lines to the asset inventory
- Research existing documents to determine service lines materials and update prioritization to include lead service lines. (This task does not include field investigations.)



SCOPE OF SERVICES

The objective of OHM Advisors proposed Scope of Services is to assist the Village of Newberry to revise and resubmit a water system AMP with the aforementioned plan components as it relates to the Village water system. The following Scope of Services are proposed:

- Task 1: Inventory of Assets and Geographic Information Systems (GIS) (OHM Lead, Village Assist)
- Task 2: Condition Assessment (Village Lead, OHM Assist.)
- Task 3: Asset Criticality Assessment (OHM Lead, Village Assist)
- Task 4: Funding Structure and Rate Methodology (Village Lead, OHM Assist.)
- Task 5: Deliver Revised AMP Content for the Resubmission to EGLE (Village Lead, OHM Assist.)

A description of each task is provided below.

Task 1: Inventory of Assets and Geographic Information Systems (GIS) Map Development

This task will include a description of water system mains.

Development of the Village's asset inventory will be accomplished by review of readily available existing sources of data, such as the Village's existing as-built drawings, AutoCad files which OHM has, along with any other documentation or institutional knowledge that the Village possesses of the Village system. For Task 1, we propose to prepare a GIS database (geodatabase) that can be uploaded to ArcGIS Online (AGO) (Village to verify this is the system from their SAW grant work) as the repository for the asset inventory and will work with the Village to verify and update (if needed) water main size, material, and install date after OHM develops GIS. The Geodatabase and AGO will give the Village access to their water system assets and enable system maps to be created that show location, pipe diameter, pipe material, and pipe age for the Village. It is assumed that the Village has their own ArcGIS Online Account. The Village will be able to access real time asset data that can be queried via computer, laptop, tablet, or smart phone. The data can be easily maintained and updated during system updates or expansion.

Vertical facility assets for the water system can be compiled into GIS within the AMP also, so that the Village can have a quick reference for ongoing operation and maintenance of these facilities. The village can input this information with OHM assistance or OHM can do this at a future time.

For this project OHM is recommending data research, conversion of AutoCad files to a geodatabase, utilization of the Villages existing ArcGIS Online Account, and fill in attributes for size, material, and installation date for the water mains. If there are additional GIS services that the Village would like to add, then this proposal can be modified to include such services.

Task 2: Condition Assessment

The purpose of Task 2 is to utilize new, existing, and historic water system information in order to both approximate infrastructure condition (in lieu of actual field condition testing) and potential remaining useful life. For that end, we propose to complete the following work associated with Task 2:

- Review Village-provided water main break data; we assume the break data includes date of break and location.
- Perform analysis on the information in order to approximate water main condition
- Perform approximation on potential remaining useful life of water main infrastructure given the water mains' age, material, break history, and maintenance history.



- Updated field reconnaissance of vertical infrastructure (storage tank, pumps, wells) to inventory existing infrastructure and review physical condition. This will be completed by working with Village staff.

Task 3: Asset Criticality Assessment

As part of this task, asset criticality calculations will be performed by identifying asset probability of failure (based on asset condition and remaining useful life information) as well as consequence of failure (based on qualitative or quantitative information, such as potential service disruption impacts, *etc.*). As part of this task, we also propose to obtain critical asset information from the Village that will be incorporated into the risk assessment. This includes locations such as schools, shelters, police stations, *etc.* OHM will use a combination of GIS and spreadsheets (Microsoft Excel format) to perform the calculations and analysis.

Task 4: Funding Structure and Rate Methodology

The Village has an existing capital improvement plan (CIP) as presented in the Water Asset Management Plan previously submitted to EGLE. We will utilize this CIP as a base and add to it if the recommendations resulting from the updated criticality analysis.

Development of a revenue structure is required by the Rule. This proposal assumes that the Village will use results from recent internal analysis to perform this assessment. Therefore, only minimal effort is proposed as part of this task, which relates to assisting Village finance staff (or their designee) with suggested format, questions and, perform revisions on the proposed, prioritized CIP as per Village request.

Task 5: Deliver Revised AMP Content for the Resubmission to EGLE

As part of this task, added content will be submitted to the Village for submission to EGLE, including the findings, results, and conclusions from the above outlined tasks. OHM Advisors will also meet with Village staff to review the methods used to develop the AMP including how to prioritize future asset replacement.

SCHEDULE

From the date of authorization, we propose to deliver the final deliverables to you within 6 weeks or by dates that we discuss and agree to. This duration is based on timely responses from the Village when information requests are verbally provided or formally submitted. As understood in the Scope of Services, on-going involvement is needed from the Village to maintain task progress and schedule.



FEE

OHM Advisors proposes to provide the above outlined professional services on an hourly basis and shall not exceed \$9,700, based on the task breakdown below.

*Task 1 – Asset Inventory and Geographic Information Systems (GIS)	\$5,000
Task 2 – Condition Assessment	\$1,000
Task 3 – Asset Criticality Assessment	\$2,000
Task 4 – Funding Structure and Rate Methodology	\$ 500
Task 5 – Deliver Revised AMP Content	<u>\$1,200</u>
TOTAL =	\$9,700

*Note: Cost for Task 1 assume that the village has ArcGIS online already establish from their SAW grant work and the village will assist with data entry.

Please note, this proposal outlines the tasks associated with satisfying the currently understood EGLE's rule requirements. This proposal excludes further requirements that may be communicated from the EGLE after the date of this proposal. If additional labor effort is required beyond the scope of services as described herein, OHM Advisors will discuss a change order with the Village. OHM Advisors will not proceed with additional services without the expressed written authorization from the Village.

We thank you for this opportunity to provide professional engineering services. If there are any questions, please contact us. Should you find our proposal acceptable, please provide written authorization for us to begin the work.

Sincerely,
OHM Advisors

David S. Boyle, P.E.
Project Manager

Village of Newberry

By: _____
Its: _____

Attachments: Standard Terms and Conditions

cc: File
Larry LaCross, OHM
Lindsey Kerkez, P.E, OHM

STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM ADVISORS and the Owner and said amendments must be in written form.

2. SERVICES TO BE PROVIDED – OHM ADVISORS will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM ADVISORS:

- a) Provide OHM ADVISORS personnel with access to the work site to allow timely performance of the work required under this Agreement.
- b) Provide to OHM ADVISORS within a reasonable time frame, any and all data and information in the Owners possession as may be required by OHM ADVISORS to perform the services under this Agreement.
- c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be required for completion of the work. OHM ADVISORS shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM ADVISORS reasonable control.

5. COMPENSATION – The Owner shall pay OHM ADVISORS for services performed in accordance

with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a charge at the rate of one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM ADVISORS shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM ADVISORS and its Officers, Directors, Partners, employees, agents, and subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM ADVISORS or OHM ADVISORS' Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of \$25,000 or OHM ADVISORS fee, whichever is greater.

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM ADVISORS' reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM ADVISORS, however, OHM ADVISORS shall have the unlimited right to use such drawings, specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM ADVISORS. In accepting and utilizing any drawings or other data on any electronic media provided by OHM ADVISORS, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM ADVISORS and will be corrected as part of OHM ADVISORS' basic Scope of Services.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM ADVISORS' RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM ADVISORS the amount shown on any invoice within 60 days of the date of the invoice, OHM ADVISORS may, after giving 7 days notice

to the Owner, suspend its services until payment in full for all services and expenses is received.

14. OPINIONS OF PROBABLE COST – OHM ADVISORS preparation of Opinions of Probable Cost represent OHM ADVISORS' best judgment as a design professional familiar with the industry. The Owner must recognize that OHM ADVISORS has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

15. JOB SITE SAFETY – Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM ADVISORS shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM ADVISORS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

<-- Monthly base rate.
 <-- Base case cost.
 <-- EA for 1st 6 months
 <-- EA for 2nd 6 months

Newberry Water & Light Board
 307 East McMillan Avenue
 Newberry, MI 49868
 Modified and updated Sep 2013 (PFL)

For Year
 2019

Monthly base rate adopted in Aug 2012, and applied to Nov 2013 billing. There is also a \$9.00 meter base charge. Keep both until changed by board.
 Base case cost per kWh adopted at the time we modified our EA procedure in Mar 2007. Keep until changed by board.

<-- Enter this EA figure from cell E33 of last year spreadsheet.
 <-- Enter this EA figure from cell E32 of this year spreadsheet.

Billing month	Power Cost/ kWh	Base Case Cost/kWh	Increase/ (DECREASE) Base Case (%)	EA Real Cost Difference	Total EA Adjustment	Monthly Base Rate	Monthly Applied Rate
January (Dec bill)	\$0.062348	\$0.045221	37.873%	\$0.017127	\$0.016061	\$0.100793	\$0.116854
February (Jan bill)	\$0.065493	\$0.045221	44.829%	\$0.020272			
March (Feb bill)	\$0.062924	\$0.045221	39.149%	\$0.017703			
April (Mar bill)	\$0.069165	\$0.045221	52.949%	\$0.023944			
May (Apr bill)	\$0.060556	\$0.045221	33.912%	\$0.015335			
June (May bill)	\$0.055117	\$0.045221	21.884%	\$0.009896			
July (June bill)	\$0.061028	\$0.045221	34.954%	\$0.015807	\$0.017380	\$0.100793	\$0.118173
August (July bill)	\$0.060438	\$0.045221	33.650%	\$0.015217			
September (Aug bill)	\$0.062248	\$0.045221	37.654%	\$0.017027			
October (Sep bill)	\$0.060344	\$0.045221	33.442%	\$0.015123			
November (Oct bill)	\$0.061510	\$0.045221	36.021%	\$0.016289			
December (Nov bill)	\$0.062124	\$0.045221	37.379%	\$0.016903			
AVERAGES, Jan - Jun			0.384326911	\$0.017380			
AVERAGES, Jul - Dec			0.355165063	\$0.016061			



Recreational Marihuana Q&A



michigan municipal league

Updated July 29, 2019

MMMA –	Michigan Medical Marihuana Act, patient/caregiver model
MMFLA –	Medical Marihuana Facilities Licensing Act, medical facilities licensed by the State and located in municipalities that opt in
MRTMA –	Michigan Regulation and Taxation of Marihuana Act, recreational (non-medical) marihuana businesses to be licensed by the State and located in municipalities that do not opt out
LARA –	State of Michigan Department of Licensing and Regulatory Affairs, department responsible for rule making and licensing of marihuana
MRA –	Marijuana Regulatory Agency (new agency within LARA, created by Gov. Whitmer)

Answers from MML spokespeople are noted with MML before the answer; answers from MRA are noted with MRA.

Opting In/Opting Out

Q1: If a municipality chooses to do nothing in response to the new recreational MRTMA law, how will the law affect it?

A. MML = If you do nothing, then you are effectively "opting in" to permit recreational marihuana commercial businesses.

Q2: What is the timeline for a municipality to opt out?

A. MML = The state originally had until December 6, 2019 to be ready to process applications. Gov. Whitmer, however, requested the process be fast-tracked. MRA issued the emergency adult-use/recreational marihuana rules on July 3 and expects to be ready to accept applications for adult use/recreational marihuana business licenses a month early, on November 1, 2019.

Q3: How does a municipality opt out?

A. MML = Although the statute doesn't provide language for municipalities to opt out, nor how to do it, since ordinances are mentioned in the statute you are likely better protected if you opt out by ordinance rather than resolution. Additionally, the MRTMA permits the complete prohibition of recreational commercial establishments by voter initiative.

Q4: May municipalities opt out now and opt in later? What about the reverse: opt in now and opt out later?

A. MML = Yes, you can opt out now and opt in later. You can change your mind and later revise your ordinance. Opting out after opting in is likely more problematic. The licenses are for one year only, though. A lawfully licensed and established recreational marihuana business which is not in violation of any regulation might argue that it should be permitted to continue to operate as a non-conforming use, or that prohibiting its continued operation amounts to an unconstitutional regulatory taking. However, federal courts would not likely recognize that form of "taking" in the context of marihuana due to it being an unlawful Schedule 1 substance, since one might have a recognizable "reasonable investment backed expectation" by trading in an unlawful substance.

Q5: Does a village have to opt out of both the MMFLA and MRTMA, or just recreational? We don't want either.

A. MML = The MRTMA requires an opt out. The MMFLA does not—medical marihuana facilities can only locate in your municipality if you opt in. If you don't want either, you must opt out of recreational and do nothing regarding medical.

Q6: Our municipality didn't pass an ordinance to opt out but instead passed a Resolution setting a "moratorium" on recreational marihuana businesses in our community until December 31, 2019. We wanted time to do more research, let the State establish rules, regs, etc. Are we vulnerable to allowing marihuana businesses to come in since we didn't opt out?

A. MML = While moratoria are generally not favored by courts, they are not unlawful either. It is recommended that a moratorium not last longer than one year, and a six-month term, even if extended by another 6-month term is likely preferred, so long as the community is actively working on defining the

issues and working on options as to how to best address the issues.

Q7. Our municipal attorney recommended our city pass a one-year moratorium. Some on our council are uncomfortable with that, because it is not a firm “yes” or a firm “no.” How will MRA interpret a city’s moratorium?

A. MRA = You can inform MRA that a moratorium means “no,” and we will follow that.

Q8. Can municipalities decide to allow only microbusinesses?

A. MML = The statute isn’t clear on this, but we think the answer may be a “qualified yes” since the language of the MRTMA permits a municipality to “provide for the number of marihuana establishments.” Ostensibly, a community could solely provide for a certain number or perhaps an unlimited number of micro businesses but provide that no other types of recreational marihuana establishment be permitted. However, given the less than certain and vague language of the statute, final guidance will likely come from the courts or clarifying legislation.

Q9. Does “prohibit” mean all, or can the municipality pick and choose the businesses and only choose some?

A: MML = The statute is less than clear on whether municipalities can pick and choose which type of establishments they will allow. However, there is an argument for doing so. If deciding to take this type of course of action, consult with your municipal attorney for guidance.

Q10: If a township opts out, does that mean a village within that township has opted out—and the inverse as well? If township opts in is the village allowed to opt out?

A: MML = The statute doesn’t mention counties—just cities, villages, and townships. Villages are governmental entities and pass their own ordinances separate from townships.

Q11. If a municipality opted in to MMFLA can it keep out recreational marihuana retailing centers?

A. MML = MRA will not grant a recreational license if a municipality has adopted an opt out ordinance, however, a legal challenge may be made to this position.

Q12: Could a municipality opt in to medical establishments, but out of recreational? If so, can this be in the same ordinance, or would it have to be in two separate ordinances?

A: MML = See the answer to the question above, but arguably a community can say yes to opt in to medical and no to recreational. Two separate ordinances would seem to be a better approach, but there is nothing that legally requires it, so it might be done with a single ordinance.

Interaction with other Marihuana Statutes – MMMA and MMFLA

Q13: Can caregivers grow recreational marijuana for their own use?

A: MML = Probably, yes. Being a registered caregiver does not preclude one from growing recreational marihuana for yourself. There’s an argument for growing 24 plants on the premises—12 plants could be grown for medical, and 12 plants for recreational.

Q14. Where do caretakers fall? Can they sell directly to consumers?

A. MML = Under the MMMA, the patient/caregiver Act, caregivers can be compensated for the costs associated with assisting their patients in the use of medical marihuana. Under the MMFLA, provisioning centers may only sell to registered caregivers and patients. Under the MRTMA, only a micro business or a marihuana retailer may sell marihuana; individuals cannot sell recreational marihuana—it can only be “gifted,” so long as the transfer is not advertised or promoted to the public.

Q15. What impact would opting out of medical marijuana have on caregivers using their homes for their businesses?

A. MML = The MRTMA will not affect the MMMA. The patient/caregiver model will continue, the same as it was before the recreational proposal was passed.

However, note should be taken that the Michigan Court of Appeals has ruled that municipalities may not limit caregivers to “home occupations” under local zoning ordinances.

minimize the illegal marihuana market, to efficiently meet the demand for marihuana, or to provide reasonable access to marihuana in rural areas of the State.

Effect of Opting In

Q16: If a municipality opts in is it required to have 24-7 police support?

A: MML = No. Police support is not required by this new Act.

Q17: If a municipality opts in, how will that affect eligibility for federal/State grants? If a municipality is getting federal grant money, won't the federal government deny it because the municipality allows recreational marijuana?

A: MML = You will have to look at the language of the grants—for instance, is there language on maintaining a drug free work place or anything like that? Certain municipal employees who are federally-grant funded, could be made subject to a zero-tolerance drug policy. Otherwise you are probably OK. If the grant language poses a problem, a municipality might consider whether the federal government is co-opting local and State government to carry out federal drug policy? Several communities have successfully challenged law enforcement grants that require compliance with federal immigration law by the local municipality. The issue is currently in litigation in several federal courts.

Licensing

Q18: If a business has been licensed as a medical facility, must it also be licensed as a recreational facility if it applies?

A: MML = The business would have to separately qualify for a recreational license. For the first 24 months after the State begins to accept applications, applicants for a recreational retailer, processor, class B or C grower, or transporter must be licensed under the MMFLA to engage in the recreational marihuana business. For the first 24 months, MRA will only accept applications from Michigan residents for licensure as a class A grower or a microbusiness. However, after one year, MRA may accept applications from anyone, if it determines that additional licenses are needed to

Q19. Has the \$5,000 municipal licensing fee (under the MMFLA) been challenged (if municipality is not even doing fire inspections, etc.)?

A. MML = You must be able to demonstrate that the cost of enforcement and administering of the law is costing the local government approximately \$5,000. If those costs are substantially less than \$5,000, the fee needs to be reduced to reflect the actual cost of those services.

* Kalamazoo requires an upfront application fee for its medical marihuana licenses but refunds a portion of the application fee for those who didn't get a license.

Q20: Can municipalities license and regulate recreational marihuana businesses ahead of the State?

A: MML = Only in the circumstance where the State is not ready to accept applications in December 2019. Otherwise the MRTMA says that a business needs a State license first. Once a business gets a State license then it can get a municipal license (if the municipality wants to license; municipalities don't have to). It is ill-advised for a municipality to regulate before a State license is issued. Municipalities will be the regulatory agency IF, after one year, the State hasn't put in a regulatory framework. However, MRA issued emergency rules on July 3, 2019 and expects to be ready to accept applications for recreational marihuana business licenses on November 1, 2019.

Q21. What are the pros and cons of a municipality deciding to license marihuana?

A. MML = MRA will come up with administrative rules, but these rules will contain nothing about zoning (where businesses can be located) and hours of operation, for instance. So, zoning needs to be addressed at the local level, regardless. Licensing at the local level may permit greater ability to inspect and monitor recreational marihuana businesses, but the ability for law enforcement inspections under the MRTMA is not as broad as under the MMFLA. Additionally, if the municipality seeks to limit the number of licensed recreational marihuana establishments, it must employ a “competitive process

intended to select applicants who are best suited to operate in compliance with (the MRTMA) within the municipality." Unfortunately, the statute provides no other guidance as to what that process should look like so as to provide a safe harbor; as a result, this may put municipalities at risk of lawsuits from applicants who do not receive a license.

Q22. Will MRA regulate how many licenses are in one municipality, such as with liquor licenses?

A. MML = No.

Q23. Will a village with 10 empty buildings be forced to potentially allow 10 recreational marijuana businesses if they allow one?

A. MML = It depends on whether the village chooses to limit the number of establishments and how its zoning ordinance is written regarding the applicable zones where the various types of marijuana establishment are permitted to operate, along with separation distances from schools and residential zones.

Q24. Can a municipality charge an application fee along with the annual license—for example, a \$2,500 application fee? This is done in Colorado with many communities.

A: MML = The statute is silent on this. The \$5,000 fee set forth in the MRTMA is for administration (and enforcement) costs—seems like processing an application would be included in this fee. Also, keep in mind that an administrative fee must approximate the actual cost of providing the service; otherwise it is an unlawful tax. It is also not a good idea to follow another state's process since the underlying statutory authority is likely to be different from that in the Michigan law.

Q25. Are the licensing restrictions applicable for the first 24 months after the effective date of the Act, or first 24 months after MRA's rules and regulations are released?

A: MML = 24 months from the effective the date of the Act (December 6, 2019). However, MRA issued emergency rules on July 3, 2019 and stated it will begin accepting applications for recreational marijuana business licenses on November 1, 2019.

Q26. It seems this will cost villages a bit to get their lawyer/zoning official up to speed on this. Couldn't an argument be made that the \$5,000 is used to help recoup upfront costs?

A: MML = Probably. Legal services associated with administration and enforcement would be part of a legitimate argument to support the amount of the fee.

Q27. How long is license good for before it must be renewed?

A. MRA= All licenses, both on the medical and adult use side, are good for one year. MRA will then re-evaluate after a year to determine ongoing eligibility.

New License Types

Q28. Why does a consumption establishment license not require confirmation of compliance with local ordinances?

A. MRA= If there isn't a municipal ordinance in place, then MRA would issue a license for a designated consumption establishment assuming it met the other criteria at the state level. If you do have an ordinance that addresses those standards, then we will look for an attestation from the municipality ensuring compliance with local ordinances.

Q29. Do the designated consumption establishment provisions now preclude bars and other establishments currently holding "marijuana night" from continuing to do so? In addition, can a designated consumption establishment also hold a liquor license?

A. MRA= Once MRA starts taking applications, you would need a license for a designated consumption establishment. Generally speaking, MRA doesn't allow the co-location of a marijuana facility or marijuana establishment with any other type of business activity. If you are a marijuana establishment, that's what you are. MRA doesn't allow them to serve food or beverages of any kind. We might get some pushback from stakeholders in the industry. But I think as we move toward a normalized atmosphere for these businesses, we're taking a fairly restrictive approach in terms of what they're allowed to do, especially when it

comes to overlapping issues with other types of regulated industries.

Q30. If a municipality has adopted an ordinance prohibiting recreational marijuana establishments, would this include temporary events?

A. MRA = Yes.

Q31. Why would a temporary marihuana event be exempt from the fire safety rules of Rule 34?

A. MRA = The fire safety provisions are intended primarily to address fire safety concerns at marihuana growers and processors due to special equipment and processes that occur at these establishments. This equipment is not present, and the processes are not performed, at a temporary event. A temporary event held in-building would still be subject to any municipal ordinances regarding fire safety for that building. Section 6 (2)(b) of the MRTMA states that a municipality may adopt other ordinances that regulate the time, place, and manner of operation of marihuana establishments and of the production, manufacture, sale, or display of marihuana accessories. Therefore, municipalities have the authority to adopt ordinances that includes specific provisions that specify temporary events can only held at locations municipalities determine are compliant with local ordinances related to fire safety.

Q32. Why are designated consumption establishments and temporary marihuana events excluded from the video surveillance requirements of Rule 35? Many municipalities have ordinances that require video surveillance at certain businesses, including those where alcohol is consumed. But because MRTMA provides that municipalities cannot adopt ordinances that are in conflict with the Act or Rules, locals would not be precluded from enforcing such video surveillance ordinances against businesses where marihuana is consumed?

A. MRA = **Designated Consumption Establishments:** The requirement for video surveillance in other marihuana establishments that grow, process, or sell marihuana is intended to ensure product is tracked and disposed of properly and to prevent theft and diversion. Any marihuana onsite at a designated consumption establishment is owned by the consumer and is the consumer's responsibility rather than the licensees. Therefore, we determined requiring video surveillance

was unnecessary. The use of video surveillance equipment in designated consumption establishments can be revisited during the MRA's upcoming work groups and during the public comment period for the permanent rules.

Temporary Marihuana Events: MRA anticipate that many temporary events will be held outdoors, so requiring a licensee to install video surveillance may not be practical or possible depending on the location. For temporary events where marihuana is being sold, licensees are still required to track sales in the statewide monitoring system and MRA's Enforcement Division has the authority to monitor compliance with the law and emergency rules. Therefore, the lack of video surveillance does not mean there will be no oversight at temporary events. Further, we determined that requiring a licensee holding a temporary event to install video surveillance for such a short period of time and to incur the associated costs was burdensome regardless of whether the event is held outdoors or indoors. The use of video surveillance equipment at temporary events can be revisited during the MRA's upcoming work groups and during the public comment period for the permanent rules.

Q33. Rule 62(14) provides that the agency may shut down a temporary marihuana event to protect public health and safety. Does this then preclude municipalities/local law enforcement from doing same (again, because MRTMA precludes locals from adopting/enforcing ordinances in conflict with the Act or Rules)?

A. MRA = The rule states "the agency may require the marihuana event organizer and all participants to cease operations without delay if in the opinion of the agency or law enforcement it is necessary to protect the immediate public health and safety of the people of the state. Upon notification from the agency that the event is to cease operations, the marihuana event organizer shall immediately stop the event and all participants shall be removed from the premises within the timeframe provided by the agency." Law enforcement includes local law enforcement. However, municipalities and local law enforcement should continue to work in conjunction with the MRA and Michigan State Police (MSP). If municipalities and local law enforcement have concerns and believe a temporary event should cease operations, they should notify the MRA because the rule requires the MRA to notify the organizer to stop the event and ensure participants are removed from the premises. This

would occur with assistance from MSP and potentially local law enforcement.

Zoning

Q34. Do we have to allow outdoor grow operations or can we zone them out?

A. MRA = When it comes to zoning issues, there are a couple of provisions in the rules related to grow licenses that are similar to what exists on the medical side. Beyond that, MRA wouldn't dictate what a municipality has to do. You should consult with your legal counsel to determine what your authority is when it comes to zoning. And where you allow those facilities and just ensure that any actions you take are going to stand up to legal challenge.

Q35. Does a general law village need to hold public hearings on MRTMA? Our zoning person thinks it's a police action that doesn't need a hearing.

A. MML = Licensing is the exercise of the police power; determining where a particular business may locate is a zoning issue subject to the process set forth in the Michigan Zoning Enabling Act.

Q36. For the standard of a marihuana establishment being required to be located 1,000 feet from a school—where does that 1,000 feet measurement start?

A. MRA = That standard will have to be addressed/defined in your municipal zoning ordinance.

Q37. May the municipality increase the distance from pre-existing schools to further than 1,000 feet?

A. 1,000 feet is the limitation set forth in the MRTMA. You would likely get challenged if you increased the distance. 1,000 feet is a standard under both Michigan and federal Drug-Free School Zone laws. It should be noted that the MRTMA permits a municipality to reduce the distance requirement.

Q38. One of our biggest issues in our community is the smell coming from people growing in their houses. I haven't seen any rules allowing municipalities or the state to regulate odor. Is this something MRA will be looking into with the permanent rules?

A. MRA = MRA doesn't currently have any odor control requirements specifically for regulated facilities, except in sort of a roundabout way with designated consumption facilities. There's not an accepted standard for MRA to adopt. We've seen that when that's been handled at a municipal level that seems to have assuaged the concerns that have come to our attention. When it comes to home operations, we do not have any state level regulatory oversight. Whether municipalities have any authority to regulate home grow operations, I think is still the subject of a case that's working its way through the courts—the *DeRuiter (DeRuiter v Byron Township)* case. So that may be something you want to pay attention to. Whether that would be applicable then to adults growing at home, I think is a challenging question since that lawsuit started well before the ballot initiative was passed. But I don't anticipate, barring some significant change in law, that there will be any state level regulatory oversight of homegrown operations.

MRA Process

Q39. How many State employees are dedicated to processing these applications?

A. MRA = MRA is continuing to build up our staff. We have an application section now that's dedicated to processing the adult use applications that is separate from the existing application section that has been working on the medical facility applications. I think we're up to about eight now.

Q40: When will MRA start issuing licenses?

A. MML = Under the MRTMA, MRA has one year from the law's effective date of December 6, 2018 to put its regulatory framework in place and begin to accept applications. Gov. Whitmer, however, requested the process be fast-tracked. MRA issued emergency rules on July 3 and expects to be ready to accept applications for adult use/recreational marihuana business licenses a month early, on November 1, 2019.

Q41. When can we expect non-emergency rules to be established?

A. MRA = The emergency rules are valid for six months; they can be extended for another six months. We're going to start working on topic-based rule sets that

apply to both the medical and the adult use sides of the market within that year. We hope to have those in place prior to that extension expiring. We'll have a permanent rules structure in place that relates to the marijuana market as a whole by approximately July of next year.

Enforcement

Q42. How is enforcement going to happen? Is it going to be in the line of an LCC [Liquor Control Commission] violation?

A. MRA = MRA has field operations in existence now for medical facilities. We do pre-licensure inspections of every facility on the medical side. We intend to do the same thing on the adult use side. We have required that an applicant who submits a completed application to be available for inspection within 60 days. We are trying to really encourage applicants to consider when their facility is going to be operational to ensure we can meet our statutory deadlines, the 90 days to review those applications. And we're going to have continued oversight. So, we'll continue to do ongoing inspections. On the medical side, as well as the adult use side, we intend to try to get to every operation at least twice a year. And we would continue to do investigations as well. When it comes to investigations, we'll take complaints from anyone—including a municipality. We'll want to stay in communication with municipalities—if you find that a licensed operation is violating your ordinance. And, at the time of renewal on both the medical and adult use side, will expect an applicant for renewal to provide some form of attestation for the municipality about the state of that facility and whether there have been any concerns at the municipal level when it comes to abiding by ordinances as well.

Q43. Along the same lines as above—if a violation were to occur, as determined by MRA, is there a notification requirement to the municipality to let us know it occurred?

A. MRA = We do intend to notify municipalities of the status of facilities in their jurisdiction. That's both through the application process—so issuance or denial of an application, as well as ongoing oversight and whether any action is taken. We're trying to build out automated notification functionality through our backend licensing system so that if we were to take an

action, you get an automatic email triggered as soon as something had occurred. You may have some contact from our staff, trying to make sure we have appropriate contact information for you.

Q44. How many violations are allowed before a license is revoked?

A. MRA = We look at disciplinary action on a case by case basis. There may be certain circumstances where a single violation could result in revocation depending on the nature of the violation itself. But we will look at facilities that have ongoing disciplinary concerns and may choose to take an escalated form of action if they continue to have lower level issues of non-compliance over time. That's similar to how we've looked at things within the department. For every regulated profession we look at the nature of the existence of the specific violation. And that can relate to an investigation for disciplinary action. It can also relate to an application for renewal to determine ongoing eligibility as well.

Q45. Under Rule 57(11), it appears because of the use of the word "or" marijuana establishments need not inform law enforcement of theft or other criminal activity at their business—only the agency. How are local law enforcement agencies to maintain accurate statistics about these establishments?

A. MRA = The MRA works closely with the Michigan State Police (MSP). If the MRA was notified of any criminal activity at a marijuana retailer or other marijuana establishment, we would report it to MSP because the investigation of criminal activity falls outside of the MRA's purview.

Q46: If a municipality does have a license fee of up to \$5,000, what types of expenses CAN it go toward for enforcement? (Since the new law doesn't allow for inspections like officers do routinely for liquor).

A: MML = Anything your municipal clerk, law enforcement agency, or inspections staff does to review the application, the applicant, or proposed site of the business. Then once the business is established, if you can demonstrate that that these businesses generate complaints or more calls for services so as to demonstrate the need for increased resources, then those costs ought to be included as well so as to demonstrate the need to charge up to \$5,000 as a fee.

CBD/Hemp/Medibles/Accessories

Q47. Are hemp products now legal in Michigan?

A. MML = In the 2018 lame duck session of the Legislature, several bills (PA 641, 642, and 648 of 2018) were adopted addressing hemp and hemp products which severely limited or prohibited local regulation. In mid-April, the Michigan Department of Agriculture and Rural Development (MDARD) developed an industrial hemp agriculture pilot program for hemp growers. At this time, the FDA has not approved CBD for use in food or drink or as a dietary supplement, and MDARD unequivocally states that it is currently illegal to add CBD to food, animal feed products, or drinks or dietary supplements.

Q48: How does CBD oil/products fit into all this? Is a store allowed to sell CBD oil if the municipality opts out?

A: MML = In the lame duck session of the Legislature, several bills (PA 641, 642, and 648 of 2018) were adopted addressing hemp and hemp products which severely limited or prohibited local regulation. In mid-April, the Michigan Department of Agriculture and Rural Development (MDARD) developed an industrial hemp agriculture pilot program for hemp growers. At this time, the FDA has not approved CBD for use in food or drink or as a dietary supplement, and MDARD unequivocally states that it is currently illegal to add CBD to food, animal feed products, or drinks or dietary supplements.

Q49 It is my understanding that municipal governments cannot limit marijuana related accessory businesses, i.e.: hydroponic stores, smoking supplies, etc.?

A: MML = Pipes and bongs can be used for tobacco and pipe tobacco—not specifically for marihuana. Soil and fertilizer aren't just for marihuana. The definition of "marihuana accessories" in the MRTMA states that the equipment, product, or material must be "specifically-designed" for marihuana. This language makes it very difficult for a municipality to somehow regulate or say someone violated a law because they are trading in marihuana accessories. It would have to be shown that it is exclusively designed for marihuana.

Q50. Are edibles considered food?

A. MRA = On the medical side, by statutory definition, they are *not* considered food. MDARD doesn't regulate them because marijuana or any of its derivative are not an approved food ingredient. MRA does regulate that as those products are authorized to be made specifically under the MMFLA as well as MRTMA. So that would fall completely under the sort of marijuana jurisdiction versus the food jurisdiction. I can say that we've worked closely with our partners at MDARD when it comes to adopting food safety standards. That's an area we continue to evaluate when it comes to edible products. And edible products is a pretty broad category. We apply that to anything that's consumed in a manner other than smoke inhalation—including capsules and pills, because those are still ingested and digested by the consumer. We're continuing to look at standards and existing standards for food products and adopt those. That's a place where I think you're going to see some evolution over time when it comes to the standards that we apply.

Miscellaneous

Q.51: What can a city do if a citizen calls and says his neighbor is selling marihuana out of his home?

A. MML = Not much. This would be very hard to prove. Marihuana has been decriminalized—violations are now a civil infraction.

Q52: Can home growers sell their marihuana?

A. MML = No, the recreational statute says that it may be "gifted," but not sold. Caregivers, under the MMMA, can get paid as recompense for the cost of providing the service/product.

Q53: Since people can't "sell" recreational marihuana, can they sell other things, such as t-shirts for \$75 and give a "gift" baggie of marihuana as a thank-you, like we've seen in other States?

A: MML = This is a real possibility. It is already happening in Michigan—a company is selling and delivering chocolate and the driver is giving away free pot to those that purchase chocolate. This practice will likely be challenged. It will be up for the courts to decide.

Q54: Can you clarify if it is 12 plants per person per household or 12 plants per household?

A. MML = 12 Plants per person over 21 in the household. That said, there may be argument to assert that it is a 12 plant per premises limit. The MRTMA at § 5.1 (b) says “provided that not more than 12 marihuana plants are possessed, cultivated, or processed on the premises at once,” leading to the assertion of a 12 plant per premises limit. However, the introductory language to §5.1 says “the following acts by a person 21 years of age or older are not unlawful”, and then subsection (b), begins with the phrase “within the person’s residence” before stating the 12-plant limit. Like other issues with the MRTMA, this issue of the proper interpretation of the language in question will likely be decided by the courts

Q55: Can municipalities pass odor control ordinances?

A. MML = This will depend on whether and to what extent MRA addresses the issue. Any local regulation may not be inconsistent with State administrative rules, but a municipality could adopt a provision to require system to diffuse odors consistent with an applicable State rule or in the absence of a rule, look to see what the Stille DeRosset Construction Code allows you to do.

Q56: Can tourists come to Michigan and purchase marihuana?

A. MML = As long as they are 21 years of age or older.

Q57: Can the DDA prohibit marihuana establishments in the downtown district?

A: MML = It is not likely that a DDA can do that—the municipality has authority for zoning, etc. not the DDA. A DDA is not really empowered to regulate businesses. But ask your municipal attorney.

Q58. Can the municipality have input or apply for those taxes pooled at the state level?

A. MRA = The ballot initiative lays out the distribution of the 10% excise tax. It is first used to fund the operations of the department. We intend to try and offset our costs entirely through our fee structure, so that we don't have to receive any distributions from the collection of the excise tax. Next, it's used to repay

the initial funding for the program (10 million) out of the State's general fund. The next \$20 million—is for FDA approved research studies, the use of marijuana to prevent veteran suicide and PTSD. Then it's distributed at 35% for roads, 35% for schools, 15% to counties and 15% to municipalities. The 15% for both counties and municipalities is a prorated share based on the number of licensed retailers and micro businesses within the municipality. So that's 15% of that broader pool; then you split it up based on the number of facilities that you have in your municipality.

Q59: On the subject of the taxes going toward municipalities, schools, etc. with a cash-based business, how can we be sure there is accurate reporting of the sale prices and actual income a business may have? Couldn't they charge a steep price and only report a lesser price to avoid paying as much tax?

A: MML = There will be a tracking system to track recreational seed to sale just like for medical marihuana.

Q60. Can a city charge a city sales tax on the sale of the recreational marihuana?

A. MML = No. Michigan cities are not authorized to charge sales tax.

Q61: Has there been any input from the Michigan Building Codes Commissioner as far as ventilation requirements for odors, fire suppression requirements due to flammability concerns...can a municipality restrict an establishment based on building code issues?

A: MML = MRA has addressed some of that in the rules for medical marihuana, so we expect similar standards will be applicable to recreational. As a municipality, you cannot be stricter than MRA rules.

Q62. How effective is the testing of under the influence of marihuana in a motor vehicle?

A. MML = This area is still under development. Tests can show if an individual has used marihuana, not whether he or she is presently under the influence. On March 26th, a report was issued from the Impaired Driving Safety Commission appointed by then-Governor Snyder that suggests there not be a THC limit to be considered driving impaired. The conclusion was

reached due to findings that there is no set number of nanograms of THC that causes a certain degree of impairment.

Q63. If a car is pulled over for speeding and the police find marihuana, what happens to the marihuana?

A. MML = If possible, the driver can a) turn it over to person who is 21 years of age or older; or b) secure it in the motor vehicle. If those options are not available, and it is confiscated by police officers a municipality should consider requiring the individual to seek a court order for its return. Under the federal Controlled Substances Act, there is a law enforcement exception, but it is an open question whether returning marihuana in this circumstance falls within the exception. California courts say it does, while Colorado courts say that it doesn't. This issue will likely have to be decided by Michigan courts.

Q64. Do you agree that a city-owned campground can prohibit recreational marijuana use inside their mobile homes?

A. MML = The MRTMA permits a landlord to prohibit or regulate the consumption and cultivation of marihuana on rented premises, but a landlord may not prohibit a tenant from lawfully possessing or consuming marihuana in a manner other than smoking.

Q65. Now that recreational has been decriminalized, will the medical marihuana industry go away?

A. MRA = It may be reduced some, but most likely will not go away. There are several reasons for this: medical marihuana is used by people under the age of 18 (for seizure disorders, for instance); some patients prefer to purchase it in a medical setting; and medical marihuana purchases do not have the 10 percent excise fee that recreational purchases will have. In Colorado, the number of medical patients went from 115,000 to about 85,000 after recreational marihuana was passed there.

Q66. Can we get more information on what the state recognizes to be impacted communities? Income, geographic location, non-violent offenders? Are you going to show us the standards?

A. MRA = The Social Equity Program is designed to encourage participation in the marijuana industry by people who live in the 19 Michigan communities which have been disproportionately impacted by marijuana prohibition and enforcement: Albion, Benton Harbor, Detroit, East Lansing, Ecorse, Flint, Highland Park, Hamtramck, Inkster, Kalamazoo, Mt. Morris, Mt. Pleasant, Muskegon, Muskegon Heights, Niles, Pontiac, River Rouge, Saginaw, and Ypsilanti.

Qualifying applicants whose marijuana establishments will be located in disproportionately impacted communities can benefit from a reduction of up to 60% off the application fee, the initial license fee, and future renewal fees, which will be calculated as follows for qualifying applicants:

- 25% reduction for those who have been a resident of one of the 19 disproportionately impacted communities for the past five years
- An additional 25% reduction if the individual(s) holding majority ownership have been a resident of one of the 19 disproportionately impacted communities for the past five years AND have a marijuana-related conviction.
- An additional 10% reduction if the individual(s) holding majority ownership have been a resident of one of the 19 disproportionately impacted communities for the past five years AND were registered as primary caregivers for at least two years between 2008 and 2017.

Social equity representatives will confirm eligibility for participation in this program through acceptance of several forms of documentation.

Q67. How does the smoke-free law interact with consumption?

A. MRA = The Clean Indoor Air Act specifically applies to tobacco smoking. I don't anticipate that there will be statutory changes to that. The standards that MRA has adopted for designated consumption establishments contain some specific provisions that allow smoking, mostly focused on having areas for workers to not be exposed to that and still be able to exercise some supervision over the establishment itself.

Batch Add Budget Amendments

GL Number	Description	19 Adopted	19 Amended	19 Activity	New Amended	Change
101-201-730.000	SETTLEMENT	0.00	0.00	0.00	750.00	750.00
582-583-730.000	SETTLEMENT	0.00	0.00	0.00	6,000.00	6,000.00
590-537-730.000	SETTLEMENT	0.00	0.00	0.00	2,250.00	2,250.00
591-536-730.000	SETTLEMENT	0.00	0.00	0.00	6,000.00	6,000.00
Total Revenues:		0.00	0.00	0.00	0.00	0.00
Total Expenditures:		0.00	0.00	0.00	15,000.00	15,000.00
Net of Rev/Exp:		0.00	0.00	0.00	(15,000.00)	(15,000.00)